



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

Eben Dönges Building, Corner of Hancock and Robert Streets, North End Gqeberha, 6001

## BID DOCUMENT

### INVITATION TO SUBMIT A BID FOR:

### PROFESSIONAL ARCHITECTURAL SERVICES

#### FOR THE PROJECT

**STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES**

**WCS: 054659**

**Reference No: 14/1/3/1/6415/5256**

**BID NO: PE05/2024 Version 3**

**Tender Closing Date: Tuesday, 29 October 2024**

**Tender Closing Time: 11h00**

**Bid Briefing Meeting Date: Wednesday, Held on 4 September 2024**

**Bid Briefing Meeting time: 11h00**

**Tenderers CSD No: .....**

**Name of tenderer: .....**

ISSUED BY:  
THE DIRECTOR-GENERAL  
NATIONAL DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

**Effective date: 30 September 2024**

Version 9.5 ARCH tender

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### A Special Conditions of Bid

### B 2023 National Department of Public Works & Infrastructure - Scope of Architectural Services and Tariff of Fees in respect of services rendered by a person registered in accordance with section 19(2) of the Architectural Profession Act, 2000 (Act No.44 of 2000)

### C Reference Letter Template

## T.1 TENDER PROCEDURE

### T1.1 NOTICE AND INVITATION TO TENDER

T1.1.1 The words “**quote**” or “**tender**”, “**tender**” and “**bid**” in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning, similarly the words “tenderer”, “quoting Service Provider” and “tendering Service Provider” are interchangeable and are deemed to have the same meaning. Unless inconsistent with the context, the masculine gender includes the feminine and neuter genders and *vice versa*, and the singular includes the plural and *vice versa*. In this document, words and expressions signified in the text by the use of capital initial letters, shall have the meanings defined in the Standard Professional Services Contract except where the context otherwise requires.

T1.1.2 The Government of the Republic of South Africa in its Department of Public Works invites tenders from Service Providers nominated from its professional service supplier register for the provision of **PROFESSIONAL ARCHITECTURAL SERVICES** as further fully described in C3 Scope of Services hereof.

#### T1.1.3 COLLECTION OF TENDER DOCUMENTS

☒ Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za) or <http://www.publicworks.gov.za/> - go to Procurement then select tenders or quotations.

☒ Alternatively; Bid documents may be collected during working hours at the following address:

**Physical Address:** Eben Dönges Building, Corner of Hancock and Robert Streets, North End Gqeberha, 6001

Tender documents may be collected from the Tender Reception (Second Floor) on working days **between 07:30 and 12:45** and **between 13:30 and 15:30**. A non-refundable **deposit of R 200 is payable** is payable, in cash only, on collection of the tender documents.

T1.1.4 Queries relating to these documents may be addressed to the Employer's authorised and designated representative who is the Departmental Project Manager (PM):

#### FOR TECHNICAL / PROJECT SPECIFIC ENQUIRIES:

**Enquires:** Dr Een Greyling  
**Tel No:** 041 408 2077 during office hours  
**Mobile No:** 082 804 2251  
**Email Address:** Een.Greyling@dopw.gov.za

#### FOR SCM SPECIFIC ENQUIRIES:

**Enquires:** Thabisa Ngesi  
**Tel No:** 041408 2009 during office hours  
**Mobile No:** N/A  
**Email Address:** Thabisa.Ngesi@dpw.gov.za

**Physical Address:** Eben Dönges Building, Corner of Hancock and Robert Streets, North End Gqeberha, 6001

**Postal Address:** Private Bag X 3913, North End, Gqeberha (Port Elizabeth), 6056



T1.1.5 Service Providers, if nominated will obtain possession of the tender document in the most feasible manner determined by the Departmental Project Manager (T1.1.4) and may include hand delivery, facsimile, or electronically via e-mail.

T1.1.6 A tender clarification meeting **was** held in respect of this tender.

Attendance of said clarification meeting **was compulsory**.

The particulars for said tender clarification meeting are:

**Location:** Storms River  
**Venue:** SA National Parks Board Offices, off Darnell Street, directly opposite the Police Station main entrance across the field.  
GPS Coordinates: -33.974866, 23.891667;  
**Date:** 4 September 2024  
**Starting time:** 11h00

T1.1.7 Requirements for submission of tenders, sealing, addressing and delivery of tenders

Tenders must only be submitted on the tender documents that is issued.

The following identification details must be provided on the back of the envelope:

**Entity submitting quote's name, contact address and telephone number**

and in the top left corner on the back of the envelope:

**"Bid no."**(and fill in the tender number as on the front page hereof)

**"WCS no. "**(and fill in the WCS number as on the front page hereof)

**"Architectural Services"**

T1.1.8 The closing time for receipt of tenders is **11h00 on Error! Reference source not found.** Telephonic, facsimile, electronic and late Bids will not be accepted.

T1.1.9 Tenders will be opened immediately or as soon as possible after the closing time mentioned above, in room: **Reception or Ground Floor Hall, Eben Dönges Building, Corner of Hancock and Robert Streets, North End Gqeberha, 6001**

T1.1.10 The tender validity period is **84 Calendar Days** from date of tender closure.

T1.1.11 **Bids will be evaluated as follows (Refer to T1.2: Tender Data [C.2.1]):**

Phase 1: Responsiveness - **Applicable**

Phase 2: Functionality – **Applicable**

Phase 3: PPPFA Scoring – **Applicable**

Phase 4: Acceptability in respect of Risk to the Employer – **Applicable**

Phase 5: Other Objective Criteria – **Not Applicable**

Bids will be evaluated in accordance with the Special Conditions of Tender (SCB-01) as amended and approved prior to the advert date, and attached to the tender as **Annexure A**.

The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender.

**Functionality Criteria, if applicable to this tender:**

**Refer to FC-01(PSB): FUNCTIONALITY CRITERIA under returnable documents for detailed functionality criteria, requirements and notes applicable to this tender.**



Functionality criteria:		Weighting factor:
1	COMPANY EXPERIENCE IN CONSTRUCTION PROJECTS AS A ARCHITECTURAL FIRM	30
2	REFERENCES	20
3	RESOURCES	30
4	COMPETENCE OF KEY PERSONNEL, PROFESSIONAL AND TECHNICAL PERSONNEL	20
Total		100

(Weights for functionality add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

**NOTE:**

1. Minimum total functionality score to qualify for further evaluation: Sixty (60) points.
2. In addition to the above, bidders must score the minimum points for each Criteria, i.e. criteria 1, criteria 2, criteria 3, criteria 4, etc.). If a bidder fails to score the minimum points for each criteria, the bidder's offer will be regarded as non-compliant, even if the bidder scored the required minimum qualifying score for functionality, all as indicated in FC-01(PSB): FUNCTIONALITY CRITERIA under returnable documents.

## T1.2 TENDER DATA

### T1.2.1 Standard Conditions of Tender

The conditions of tender are the **Standard Conditions of Tender** as contained in **Annexure C** of the **Construction Industry Development Board Standard for Uniformity in Engineering and Construction Works Contracts** as per Government Notice No. 423 published in Government Gazette No. 42622 of **8 August 2019** and as amended from time to time.

The Standard Conditions of Tender is not included in this tender document. Tenderers must obtain it on the CIDB's Website at:

<https://www.cidb.org.za/wp-content/uploads/2021/07/Standard-for-Uniformity-August-2019.pdf>

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

**Each item of data given below is cross-referenced to the Clauses marked [C] in the Standard Conditions of Tender to which it mainly applies.**

By submitting a tender in response to T1.1 Notice and Invitation to Tender above, the tenderer binds himself to a *pactum de contrahendo* (contract aimed at conclusion of another contract), the terms of which are contained in the Standard Conditions of Tender and T1.2 Tender Data.

Clause number	
[C.1.1]	The Employer is the <b>Government of the Republic of South Africa in its Department of Public Works.</b>
[C.1.2]	<p>For this Contract the single volume approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings for a single volume approach as contained in table 5 of the CIDB's "Standard for Uniformity in Construction Procurement."</p> <p>The tendering Service Provider's attention is specifically drawn to the T2 Returnable Documents identified in the T2.1 List of Returnable Documents and in the T2.2 Returnable Schedules. The Returnable Documents must be obtained and the Returnable Schedules must be completed by a tenderer when submitting a tender. The tenderer must complete these documents, including the "Offer" document in C1.1 Form of Offer and Acceptance, and deliver his tender back to the Employer bound as it was received.</p> <p>The tender document, issued by the Employer, comprises the following separate identifiable documents collectively forming the "Tender Document in a single volume":</p> <p><u>The Tender</u></p> <p>T1: Tender Procedures</p> <p style="padding-left: 40px;">T1.1 Notice and Invitation to Tender</p> <p style="padding-left: 40px;">T1.2 Tender Data</p> <p>T2: Returnable Documents</p> <p style="padding-left: 40px;">T2.1 List of Returnable Documents</p> <p style="padding-left: 40px;">T2.2 Returnable Schedules</p> <p><u>The Contract</u></p> <p>C1: Agreement and Contract Data</p> <p style="padding-left: 40px;">C1.1 Form of Offer and Acceptance</p> <p style="padding-left: 40px;">C1.2 Contract Data [CD]</p>

	<p>C2: Pricing Data C2.1 Pricing Assumptions C2.2 Activity Schedule</p> <p>C3: Scope of Services</p> <p>C4: Site Information</p>
[C.1.4]	<p>The Employer's agent for the purpose of this tender is deemed to be the authorised and designated representative of the Employer, who will be the Departmental Project Manager as noted in T1.1.4 Notice and Invitation to Tender.</p>
[C.2.1]	<p><b>Tenders will only be considered for acceptance if</b> (i.e. will only be regarded as responsive if):</p> <ol style="list-style-type: none"> <li>1. The tendering Service Provider is an architectural business undertaking, which is under the fulltime supervision of a registered professional architect/s in accordance with the Architectural Professions Act, 2000 (Act no 44 of 2000), owning the majority shares or voting power, as determined by the South African Council for the Architectural Profession in its Code of Professional Conduct, and who will hereafter be referred to as <b>registered principals</b> of the business undertaking.</li> </ol> <p><b>or</b></p> <p>The tendering Service Provider is a multidisciplinary professional practice, that also practices architectural work, which architectural division/section is under the fulltime supervision of a registered professional architect, as determined by any of the relevant professional Councils, where applicable, for cases pertaining to multi-disciplinary practices/business undertakings, in their respective Codes of Professional Conduct, in accordance with number, shareholding and voting power, who are registered correspondingly in accordance with the:</p> <ul style="list-style-type: none"> <li>Architectural Profession Act, 2000 (Act no 44 of 2000),</li> <li>Quantity Surveying Profession Act, 2000 (Act no 49 of 2000),</li> <li>Engineering Profession Act, 2000 (Act no 46 of 2000)</li> <li>Landscape Architectural Profession Act, 2000 (Act no 45 of 2000), and/or</li> <li>Project and Construction Management Professions Act, 2000 (Act no 48 of 2000),</li> </ul> <p>and who will hereafter be referred to as <b>registered principals</b> of the practices.</p> <p>For architectural services in the multidisciplinary professional practice the minimum requirement is for the architectural division/section to be under fulltime direct supervision of a registered professional architect/s who is/are registered in accordance with the Architectural Professions Act, 2000 (Act no 44 of 2000), and who will hereafter be referred to as <b>registered principals</b> of the business undertaking.</p> <ol style="list-style-type: none"> <li>2. <b>Copies of ID's and qualifications</b>, and copies of certificates or other documentation clearly proving <u>current</u> professional registration with the relevant council, including registration numbers, of all the <b>registered principals</b> mentioned in 1 above are included with the tender as part of the returnable documentation.</li> </ol> <p>Where applicable and in order to determine that the bidder is indeed a multidisciplinary professional practice, copies of certificates or other documentation clearly providing current professional registration with the relevant council, including registration numbers of the director(s) based in South Africa of the legal entity mentioned in 1 above are to be included with the tender as part of the returnable documentation. Two or more professional disciplines would qualify as a multidisciplinary professional practice.</p> <ol style="list-style-type: none"> <li>3. The information, required in respect of 1 and 2 above, has been provided for all Service Providers tendering in consortium or joint venture;</li> </ol>



4. All registered professional **Architects and Architectural Technologists**, of whom the same documentation as in 2 above has been included in the tender of the tendering Service Provider, has been listed in C1.2.3, Clause 7.1.2 Key Persons;

[The Employer retains the right to verify current professional registration required in accordance with 2, 3 and 4 above with the relevant council as part of the tender evaluation process. **In the event of any such person not currently being registered with the relevant council, it will render the tender as unacceptable (i.e. non-responsive) and excluded from further consideration.**]

5. All Returnable Documents mentioned in T2: Returnable Documents (T2.1 List of Returnable Documents and T2.2 Returnable Schedules) have been included in the tender.

#### 6. BIDS WILL BE EVALUATED AS FOLLOWS:

Phase 1: Responsiveness - **Applicable**

Phase 2: Functionality – **Applicable**

Phase 3: PPPFA Scoring - **Applicable**

Phase 4: Acceptability in respect of Risk to the Employer – **Applicable**

Phase 5: Other Objective Criteria – **Not Applicable**

Bids will be evaluated in accordance with the Special Conditions of Tender (SCB-01) as amended and approved prior to the advert date, and attached to the tender as **Annexure A**.

The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender.

#### 6.1 PHASE 1: RESPONSIVENESS OF BIDS: Applicable

##### 6.1.1 Substantive responsiveness requirements applicable for this tender.

The following substantive responsiveness criteria is applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration.

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	All parts of the returnable tender documents submitted which forms part of the substantive responsive criteria must be fully completed in ink and signed where required.
4	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5	<input checked="" type="checkbox"/>	Submission of signed Form of Offer and Acceptance (C1.1)
6	<input checked="" type="checkbox"/>	Submission of fully completed (C2.2.2.4) Activity Schedule for Value-Based Fees OR (C2.2.3.4) Activity Schedule for Time-based Fees, whichever is applicable in accordance with C2.1.1.1.
7	<input checked="" type="checkbox"/>	Submission of acceptable Professional Indemnity insurance as per C1.2.3
8	<input checked="" type="checkbox"/>	Provide proof of valid professional registration, qualification, CV's and other documentation relating to registered principals and key personnel as contained in C2.1 (2) and 7.2.





9	<input checked="" type="checkbox"/>	There will be a compulsory bid clarification / site-briefing meeting and all potential bidders must attend. Submission of fully signed DPW-16 (EC) Tender Clarification Meeting Certificate, signed by the authorised official and/or completion of the attendance register. A compulsory bid clarification / site briefing meeting is necessary to clarify the latest tender documentation, project requirements and avoid unnecessary errors and omissions and all potential bidders must attend. The proof of attendance shall include any of the following legitimate documents: (1) A signed DPW-16 certificate and/or (2) Attendance register of all the attending bidders.
10	<input checked="" type="checkbox"/>	Bidders must comply with DPW-21 (PSB): Record of Addenda to tender documents, if any. Any addendum or erratum will be published in the original advertising media, at least 10 working days before the bid closing date. Bids will be evaluated in accordance with the published addendum or erratum.
11	<input checked="" type="checkbox"/>	Bids will be evaluated in accordance with the Special Conditions of Tender (SCB-01) as amended and approved prior to the advert date, and attached to the tender as <b>Annexure A [Date issued: 26 June 2024]</b> .
12	<input type="checkbox"/>	
13	<input type="checkbox"/>	
14	<input type="checkbox"/>	
15	<input type="checkbox"/>	

#### 6.1.2 Administrative responsiveness requirements applicable for this tender.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Submission of PA-11: Bidder's disclosure
2	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
3	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
4	<input checked="" type="checkbox"/>	All parts of tender documents submitted which forms part of the administrative responsive criteria must be fully completed in ink and signed where required.
5	<input checked="" type="checkbox"/>	Submission of PA-16.1 (PSB): Ownership Particulars
6	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups
7	<input checked="" type="checkbox"/>	Submission of documentation relating to <b>risk assessment criteria</b> as contained in C 2.1 of T1.2 Tender Data.
8	<input checked="" type="checkbox"/>	Data provided by the Service Provider (C1.2.3) fully completed.
9	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-consultants if any
10	<input checked="" type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.



11	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
12	<input checked="" type="checkbox"/>	Submission of DPW-09 (EC): Particulars of Tenderer's Projects. Bidders may use "own form or portfolio document". The details of all the tenderer's current and previous projects must however be the same as the details of the DPW-09 (PSB) form. Bidders are required to sign and date the DPW-09 (EC) and cross-reference the documents if "own form or portfolio document" is used.
13	<input checked="" type="checkbox"/>	Submission of DPW-21 (PSB): Record of addenda to tender documents. Bidder may be requested to confirm receipt OR compliance with the "Record of addenda" if the Record of Addenda was not submitted with the bid at the closing date.
14	<input checked="" type="checkbox"/>	Bids will be evaluated in accordance with the Special Conditions of Tender (SCB-01) as amended and approved prior to the advert date, and attached to the tender as <b>Annexure A [Date issued: 26 June 2024]</b> .
15	<input type="checkbox"/>	

**6.1.3 Administrative requirements applicable for specific goals:**

Tenderers will not be required to submit the below documents if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in accordance with the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

**6.2 PHASE 2: FUNCTIONALITY CRITERIA: Applicable**

**Refer to FC-01(PSB): FUNCTIONALITY CRITERIA under returnable documents for detailed functionality criteria, requirements and notes applicable to this tender, if applicable.**

**6.3 PHASE 3: THE FOLLOWING points scoring METHOD WILL BE APPLICABLE FOR RESPONSIVE BIDS which achieved the minimum total functionality score and minimum points for each Criteria (Item 6.2 above): Applicable**

**6.3.1 The evaluation points scoring system is applicable for this tender:**

- ☐ Method 1 (Financial Offer)
- ☒ Method 2 (Financial and Preference Offer)

**6.3.2 The preference points scoring system applicable for this tender:**

- ☒ 80/20 preference point system
- ☐ 90/10 preference point system.



- ☐ Either the **90/10 or 80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

#### **6.3.3 Method to be used to calculate points for specific goals**

**Refer to PA-16: PREFERENCE POINTS CLAIM FORM IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 for detail on specific goals applicable to this tender.**

The following method for calculating points for specific goals is applicable to this tender:

- ☐ For procurement transaction with rand value greater than R500 000 and up to R1 Million, inclusive of all applicable taxes (PA-16: 1.5.1, Table 1).
- ☒ For procurement transactions with rand value greater than R1 Million and up to R50 Million, inclusive of all applicable taxes (PA-16, 1.5.2, Table 2)
- ☐ For procurement transactions with rand value greater than R50 Million, inclusive of all applicable taxes (PA-16: 1.5.3, Table 3).

#### **6.4 PHASE 4: ACCEPTABILITY IN RESPECT OF RISK TO THE EMPLOYER: Applicable**

Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:

Tender offers are judged by an evaluation panel in accordance with risk to the Employer. Such risk will be evaluated against technical and commercial risk or any other objective criteria listed below. Such risk will be evaluated against the criteria listed below. Each criterion carries the same weight / importance and will be evaluated individually by the Bid Evaluation Committee appointed on the project. An assessment of unacceptable risk on any single criterion will constitute unacceptable risk for the award as a whole, resulting in the tender to be disqualified and removed from further consideration.

In order for the evaluation reports to be prepared by the Bid Evaluation Committee, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. Information provided in the returnable documentation must be provided in sufficient detail to enable the evaluation panel to evaluate the risk criteria set out below.

The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender. The aforementioned can also entail that the persons, named in the schedule of Key Persons (C1.2.3 Data provided by the Service Provider, Clause 7.1.2), be invited to an interview.

The information must be provided by the Tenderer within the stipulated time as determined by the Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

**The risk criteria are as follows:**

##### **6.4.1 Technical risks:**

**Criterion 1: Experience on comparable projects during the past 10 years.**



The tendering Service Provider's experience on comparable projects during the past **10 years**. The number of current and previous comparable projects performed by the Tenderer as per the evaluation report prepared by the Bid Evaluation Committee, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC).

Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.**]

**Criterion 2: Contractual commitment and quality of performance on comparable projects during the past 10 years.**

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer on comparable projects during the past **10 years** as per the evaluation report prepared by the Bid Evaluation Committee, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC).

Aspects to be considered include but not limited to time management & programming, quality of detailed designs, extent of variations to scope due to shortcomings in original designs, compliance to relevant regulations, personnel resources & technical experience of representatives, turnover in representatives, decision making & problem solving skills, promptness and quality of contract administration in accordance with reporting and issuing contract documents, attending site meetings, scope management, leadership and accountability, conformance to specification and quality compliance, risk Identification and mitigation, all with respect to specific aspects of the project / comparable projects and the project tendered for.

An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the experience and performance of the tendering Service Provider from information submitted with the tender (in written-, report- and/or brochure format), and upon further investigations/reference checks that may be performed, for which purpose the tendering Service Provider must include names and contact particulars of present and previous Employers to whom services are/were rendered. The Employer retains the right to contact references not mentioned by the tendering Service Provider. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information with the tender and will**



**therefore render the tender as unacceptable and will be excluded from further consideration.]**

**Criterion 3: Suitably qualified and appropriately experienced human resources**

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (professional, technical and/or administrative) of the tendering Service Provider to the project, as described in the schedule of Key Persons in accordance with Clause 7.1.2 of the General Conditions of Contract, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications, and professional and technical competence in relation to the scope of work and service to be rendered.

[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the qualifications and experience of the human resources allocated to the project in accordance with the Key Persons (C1.2.3 Data provided by the Service Provider, Clause 7.1.2), from information contained in curriculum/curricula vitae submitted with the tender. Members of the evaluation panel will discuss their respective risk perceptions in order to reach consensus, failing which the specific risk will be put to the vote. **No risk assessment will be performed for this criterion in the absence of relevant information / complete curricula vitae with the tender and will therefore render the tender as unacceptable and will be excluded from further consideration.]**

**Criterion 4: Proof of Professional Indemnity Insurance**

Confirmation of the required level of professional indemnity insurance specified in accordance with Contract Data Clause 5.4.1 (C1.2.3 Data provided by the Service Provider).

[If confirmation/proof of professional indemnity insurance is not duly confirmed in C1.2.3 Data provided by the Service Provider and such proof submitted with the tender, the risk to Employer will be regarded as unacceptable and render the tender unacceptable on grounds of not being to specification. The Employer retains the right to request documentary proof of such insurance as part of the tender evaluation process. **Unconfirmed professional indemnity insurance will render the tender as unacceptable in accordance with risk to the Employer and will be excluded from further consideration.]**

**Criterion 5: Attendance of compulsory bid clarification meeting, if applicable**

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tendering Service Provider in accordance with Clause [C.2.7] (T1.2 - Tender Data).

[Non-attendance, if compulsory in accordance with [C.2.7], will be regarded as a risk to the Employer in that salient information required for tender purposes would not have been to the knowledge of the tendering Service Provider, rendering any resultant tender to be incomplete. **Non-attendance will render the tender a risk to the Employer and will therefore be excluded from further consideration.**

In the event of the clarification meeting not being compulsory, this risk criterion will not be applicable.

**6.4.2 Commercial risks:**



	<p>The financial viability assessment evaluates the risk over the life of the service contract period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.</p> <p>Aspects to be considered include but not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, management accounts / financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.</p> <p>The Employer reserves the right to request the bidder to balance the Activity Schedule without altering the total tender amount. Failure to balance the Activity Schedule realistically and amicably or refusal by the bidder to balance the Activity Schedule will render the Bid unacceptable and a risk to the Employer, and will therefore be excluded from further consideration</p> <p>[An opinion will be formed by each of the members of an evaluation panel according to his/her assessment of the financial viability of the amount tendered in order to render the service. Members of the evaluation panel will discuss their respective risk perceptions on the financial viability in order to reach consensus, failing which the specific risk will be put to the vote.]</p> <p><b>6.5 PHASE 5: OTHER OBJECTIVE CRITERIA (PHASE 5): <u>Not Applicable</u></b></p> <p>Other project specific risk criteria <b>are not applicable to this tender.</b></p> <p><b>Note: Any tender not complying with all of the above-mentioned stipulations (6.1 to 6.5, if applicable) will be regarded as non-compliant and will therefore not be considered for further evaluation.</b></p> <p><b>7. ADDITIONAL INFORMATION THAT WILL BE REQUIRED DURING THE TENDER EVALUATION – REFER TO PA-16.1 (PSB): OWNERSHIP PARTICULARS DOCUMENT INCLUDED IN THE TENDER DOCUMENT.</b></p>
[ C.2.7]	Tender clarification meeting: See T1.1.6 in Notice to Invitation to Tender.
[C.2.13.3]	Each tender offer communicated on paper shall be submitted as an original. Each page of the tender document shall be initialled by the Authorised Signatory as per the Resolution of the Board of Directors, Consortia or Joint Venture in accordance with PA15.1, PA15.2 or PA15.3.
[C.2.13.4]	Delete the last sentence of the paragraph: "Signatories for ... of the tender offer."
[C.2.13.5]	The Employer's addresses for delivery of tender offers are: See T1.1.4 in Notice to Invitation to Tender.
[C.2.13.6]	A two-envelope procedure will not be followed.
[C.2.15]	The closing time for submission of Bids: See T1.1.8 in Notice and Invitation to Tender.
[C.2.16]	The tender validity period: See T1.1.10 in Notice and Invitation to Tender.
[C.2.19]	The tenderer shall provide access for inspections to his offices as may be required by the Employer.
[C.2.22]	Not a requirement.



[C.2.23]	The tenderer is required to submit with his tender all documents listed in T2 Returnable Documents, T2.1 and T2.2.
[C.3.4]	The time and location for opening Bid offers: See T1.1.9 in Notice and Invitation to Tender.
[C.3.5]	A two-envelope procedure will not be followed.
[C.3.9.3]	Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with C.3.9.4."
[C.3.9.4]	Omit the wording of the first sentence and replace with: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"  Add sub-paragraph c) as follows: "c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tenderer is to be classified as not acceptable/non-responsive and removed from further contention."
[C.3.11]	The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preference.
[C.3.17]	The number of paper copies of the signed contract to be provided by the employer is <u>one</u> .

## T2. RETURNABLE DOCUMENTS

**This Bid document in its entirety, all returnable documents which must be attached to this Bid document, and all returnable schedules must be returned when the Bid is submitted.**

### T2.1 LIST OF RETURNABLE DOCUMENTS

All standard Supply Chain Management tender returnable documents have been bound to this Bid document.

All documents must be duly completed and signed where applicable by the tendering Service Provider.

1. **Originally certified copies of ID's and qualifications**, and Copies of present registration with the **South African Council for the Architectural Profession** as "Professional", with the registration numbers, of all the registered principals and professionals mentioned under T1.2 Tender Data, Clause [C.2.1]., item 2, as well as in C1.2.3 Data provided by the Service Provider, Clause 7.1.2 Key Persons are included with the tender as part of the returnable documentation.
2. An exposition, with necessary annexures, in suitable format and in sufficient detail, providing all the information necessary for the evaluation panel to be able to evaluate the functionality and risk set out in T1.2 Tender Data, Clause [C.2.1].

### T2.2 RETURNABLE SCHEDULES

All standard Supply Chain Management tender returnable documents have been bound to this Bid document to be completed by the tenderer.

All documents must be duly completed and signed where applicable by the tendering Service Provider, as set out in T1.2 Tender Data, Clause [C.2.1].

The Employer reserves the right to request further clarification, elucidation, additional documentation / information, etc. as may be required to evaluate the tender.

**EACH PAGE OF THIS TENDER DOCUMENT TO BE INITIALLED BY THE TENDERER BY THE DUALY AUTHORISED PERSON.**



## PA-16.1 (PSB): OWNERSHIP PARTICULARS

- NB:** 1. This form is to be read with the Notice and Invitation to Tender and [C.2.1] sub paragraphs 1 and 2 of the Tender Data pertaining to this Tender, and completed according to the definitions and information contained in said documents.  
2. Failure to complete this form may result in the tender being disqualified.

<b>Project title:</b>	Architectural Services for: <b>STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES</b>
<b>Tender / Quotation no:</b>	<b>PE05/2024 Version 3</b>

### 1. REQUIRED DOCUMENTARY PROOF

The following documentation must be included in the tender as part of the Returnable Documents. Failure to provide the said documentation may result in the tender being disqualified.

Legal Status of Tendering Entity:	Documentation to be submitted with the tender:
<b>If the Tendering Entity is:</b>	
a. A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement – CK1
b. A profit company duly registered as a private company.  [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in accordance with Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: i. Certificate of Incorporation – CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or iii. Memorandum of Incorporation in the case of a personal liability company.
c. A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).
d. A profit company duly registered as a public company.	Copy of Certificate of Incorporation – CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e. A non-profit company, incorporated in accordance with Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: i. the Founding Statement – CK1; and ii. the Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
f. A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: i. such natural person/ sole proprietor, or ii. each of the Partners to the Partnership.
g. A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.

## 2. DETAILS OF ALL PARTNERS, PROPRIETORS, MEMBERS AND/OR SHAREHOLDERS OF THE SERVICE PROVIDER:

Full Name #	Identity Number	Relevant Professional Council	Professional Registration Number	Date of Ownership	Percentage Owned	Percentage Voting
<b>Totals:</b>					<b>100%</b>	<b>100%</b>

# All registered principals, i.e. sole proprietors, partners in partnerships, members of close corporations and in the event of a legal entity being a private company with shareholding, all directors formally appointed to manage the business undertaking

## DPW-09 (PSB): PARTICULARS OF TENDERER'S PROJECTS

<b>Project title:</b>	Architectural Services for: <b>STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES</b>		
<b>Tender / Quotation no:</b>	<b>PE05/2024 Version 3</b>	<b>Closing date:</b>	<b>29 October 2024</b>
<b>Advertising date:</b>	<b>23 August 2024</b>	<b>Validity period:</b>	<b>84 Calendar Days</b>

**Note:** The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.

### 1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

#### 1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – e.g. 1 to 6)	Work stages completed	Work stages in progress
1						
2						
3						
4						
5						
6						
7						



**1.2. Completed projects**

Projects completed in the last 10 (ten)	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – e.g. 1 to 6)	Date of appointment	Date of completion
1						
2						
3						
4						
5						
6						
7						
8						
9						

Name of Tenderer	Signature	Date

## PA - 40: DECLARATION OF DESIGNATED GROUPS

Name of Tenderer .....  
(tick applicable box)

☐ EME<sup>1</sup> ☐ QSE<sup>2</sup> ☐ Non EME/QSE

### 1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in rural / under developed area/townshi p	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number

## State date of South African citizenship obtained (not applicable to persons born in South Africa )

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise

## 2. DECLARATION:

**The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:**

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

**Signed by the Tenderer**

<b>Name of representative</b>	<b>Signature</b>	<b>Date</b>



## DPW-16.1 (PSB): TENDER CLARIFICATION MEETING CERTIFICATE

Project title:	Architectural Services for: <b>STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES</b>		
Tender / Quotation no:	<b>PE05/2024 Version 3</b>	Reference no:	<b>14/1/3/1/6415/5256</b>

This is to certify that I, \_\_\_\_\_

representing \_\_\_\_\_

attended the tender clarification meeting on: \_\_\_\_\_

**I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.**

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

## DPW-21 (PSB): RECORD OF ADDENDA TO TENDER DOCUMENTS

<b>Project title:</b>	Architectural Services for: <b>STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES</b>		
<b>Tender / Quotation no:</b>	<b>PE05/2024 Version 3</b>	<b>Reference no:</b>	<b>14/1/3/1/6415/5256</b>

1. I / We confirm that the following communications received from the Department of Public Works before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>

2. I / We confirm that no communications were received from the Department of Public Works before the submission of this tender offer, amending the tender documents.

<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>



## PA-11: BIDDER'S DISCLOSURE

<b>Project title:</b>	Architectural Services for: <b>STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES</b>		
<b>Tender / Quotation no:</b>	<b>PE05/2024 Version 3</b>	<b>Reference no:</b>	<b>14/1/3/1/6415/5256</b>

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in accordance with this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>3</sup> in the enterprise, employed by the state?

☐ YES ☐ NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

(<sup>3</sup>) the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

☐ YES ☐ NO

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

☐ YES ☐ NO

2.3.1 If so, furnish particulars:

.....  
.....

### 3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I declare to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>4</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

<sup>4</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in accordance with section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in accordance with the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I DECLARE THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN ACCORDANCE WITH  
PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING  
ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE  
FALSE.**

<b>Name of Bidder</b>	<b>Signature</b>	<b>Date</b>	<b>Position</b>

This form is aligned to SBD 4.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

For External Use

Page 3 of 3  
PA-11 Version 1.3

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

RESOLVED that:

1 The Enterprise submits a Tender to the Department of Public Works in respect of the following project:

\_\_\_\_\_  
(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

2 \*Mr/Mrs/Ms:

\_\_\_\_\_  
in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows:

\_\_\_\_\_  
be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



13			
14			
15			
16			
17			
18			
19			
20			

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**

--

## PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_  
(legally correct full name and registration number, if applicable, of the Enterprise)

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

### RESOLVED that:

1. The Enterprise submits a Tender, in consortium/joint venture with the following Enterprises:

\_\_\_\_\_  
(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the consortium/joint venture)

To the Department of Public Works in respect of the following project:

\_\_\_\_\_  
(Project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per Tender Document)

1 \*Mr/Mrs/Ms:

\_\_\_\_\_  
in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows:

\_\_\_\_\_  
be, and is hereby, authorized to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

- 2 The Enterprise accept joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

- 3 The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Postal Address:

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

The tendering enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Tendering Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Tendering Enterprise may alternatively appoint a person to sign this document on behalf of the Tendering Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Tendering Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP**



### PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a consortium/joint venture)*

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

**RESOLVED that:**

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & Infrastructure in respect of the following project:

\_\_\_\_\_

(project description as per Tender Document)

Tender Number: \_\_\_\_\_ (tender number as per Tender Document)

B. Mr/Mrs/Ms: \_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (position in the Enterprise)

and who will sign as follows: \_\_\_\_\_



be, and is hereby, authorised to sign the tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender to the Enterprises in consortium/joint venture mentioned above.

C. The Enterprises constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the consortium/joint venture accept joint and several liability for the due fulfilment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the consortium/joint venture as mentioned under item D above.

F. No Enterprise to the consortium/joint venture shall, without the prior written consent of the other Enterprises to the consortium/joint venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_



	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

The tendering enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

**Note:**

1. \* Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

## FC-01(PSB): FUNCTIONALITY CRITERIA

Functionality criteria is **Applicable** to this tender.

Architectural Services for: STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES				
Criteria No. 1: COMPANY EXPERIENCE IN CONSTRUCTION PROJECTS AS AN ARCHITECTURAL FIRM				Applicable Value
Criteria requirements		Evaluation Indicators		TOTAL 30
<p>Provide a descriptive list of similar completed <b>Repairs and Renovations and/or Alteration</b> projects as <b>an Architectural Firm</b> completed within the last <b>10 years</b>.</p> <p>Note: A comprehensive company profile with <b>Architectural</b> experience indicating key competencies requested above must be submitted together with other requested information. Duly signed practical and / or works- / final completion certificates must be provided as proof of completed projects.</p>	3 Completed similar construction projects.		6 (1) Minimum Points	
	4 Completed similar construction projects.		12 (2)	
	5 Completed similar construction projects.		18 (3)	
	6 Completed similar construction projects.		24 (4)	
	7 or more completed similar construction projects.		30 (5)	
<p>Note: Experience of the bidder will be validated by the reference letters listed in Criteria no. 2 (Reference Letters: Table 2). If a project is listed in Criteria no. 1 (Experience: Table 1) but the reference letter is not submitted, the project will not be considered valid. If a reference letter is not listed in Criteria no. 2 (Reference Letters: Table 2), but a reference letter is submitted with the bid and it is valid, it will be considered under Criteria no. 2 (Reference Letters). For a reference letter to be considered for Criteria no. 1 (Experience), the performance rating of the bidder will not be a determining factor for Criteria no. 1 (Experience). The reference letter will be used to validate the experience of the bidder only. If the performance rating of the bidder is not indicated or it is less than satisfactory, the reference letter will still be considered for Criteria no. 1 (Experience).</p> <p><b>Table 1</b></p>				
No	Name of project	Client	Short Description of project	Value of Project (Final account)
1				

No	Name of project	Client	Short Description of project	Value of Project (Final account)
2				
3				
4				
5				
6				
7				
<b>Criteria No. 2: REFERENCE LETTERS FROM PRINCIPAL AGENTS, OTHER CONSULTANTS OR PROJECT MANAGERS FOR COMPLETED CONSTRUCTION PROJECTS</b>				<b>Applicable Value</b>
<b>Criteria requirements</b>		<b>Evaluation Indicators</b>		<b>TOTAL 20</b>
Provide signed reference letters from Principal Agents / Project Managers confirming your company's involvement, level of service and contact details as <b>an Architectural Firm</b> for the projects completed within the last <b>10 years</b> for project as listed in Table 1 above.		<b>3</b> Reference letters from Principal Agents, other Consultants or Project Managers for completed construction projects.		4 (1) Minimum Points
		<b>4</b> Reference letters from Principal Agents, other Consultants or Project Managers for completed construction projects.		8 (2)
		<b>5</b> Reference letters from Principal Agents, other Consultants or Project Managers for completed construction projects.		12 (3)
		<b>6</b> Reference letters from Principal Agents, other Consultants or Project Managers for completed construction projects.		16 (4)
		<b>7 or more</b> reference letters from Principal Agents, other Consultants or Project Managers for completed construction projects.		20 (5)

Note: Bidders must submit reference letters pertaining to the projects listed in Criteria no. 1 (Experience: Table 1). If a project is listed in the Criteria no. 2 (Reference Letters: Table 2), but the reference letter is not submitted, the project in Criteria no. 1 (Experience: Table 1) will not be considered. If a project is not listed in the Criteria no. 1 (Experience: Table 1), but the reference letter is submitted with the bid and it is valid, it will be considered. For a reference letter to be considered valid for Criteria no. 2 (Reference Letters), the performance of the bidder must be at least rated fair / satisfactory in all aspects.

The Reference Letter Template attached as **Annexure C** to this tender document must be used to qualify for points. Reference letter to be signed by both the referee and the tenderer.

**Table 2**

No	Name pf project	Name of Company	Name of Referee	Mobile Number	Letter attached	
					YES	NO
1						
2						
3						
4						
5						
6						
7						

3.	Criteria No 3: RESOURCES			Applicable Value	
Criteria requirements		Evaluation Indicators		TOTAL 30	
Consultant to provide proof of the workforce to execute the project. (Company Organogram confirming employed workforce, with CV's including originally certified copies of ID and, qualifications, and copies of professional registration certificates).  Professional registration for <b>Architects and Technologists</b> is compulsory.	1 Professionally registered Architect/s and 1 Architectural Technologist/s employed.		6 (1) Minimum Points		
	1 Professionally registered Architect/s and 2 Architectural Technologist/s employed.		12 (2)		
	1 Professionally registered Architect/s and 3 Architectural Technologist/s employed.		18 (3)		
	2 Professionally registered Architect/s and 3 Architectural Technologist/s employed.		24 (4)		
	2 or more Professionally registered Architect/s and 4 or more Architectural Technologist/s employed.		30 (5)		
Note: Copies of ID documents and qualifications, and copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, of all the registered professionals to be submitted with the CV. Failure to provide such proof will nullify the evidence. The resources listed in Table 3 below must be the same key personnel listed in Clause C1.2.3 - 7.1.2 [CD].					
Table 3					
No	Name of the Key Person	Name of the Qualification(s)	Portfolio/Position	CVs and Qualifications attached	
				YES	NO
1					
2					
3					

No	Name of the Key Person	Name of the Qualification(s)	Portfolio/Position	Qualifications attached CVs and	
				YES	NO
4					
5					
6					
Criteria No. 4: COMPETENCE OF KEY PERSONNEL, PROFESSIONAL AND TECHNICAL PERSONNEL				Applicable Value	
Criteria requirements		Evaluation Indicators		TOTAL 20	
Provide detailed CVs of the key personnel who will be working on this project full time clearly indicating the number of years' experience post Professional Registration. The CV of the most senior individual of the key personnel will be evaluated.		6 Years' experience in the construction industry post Professional Registration		4 (1) Minimum Points	
		7 Years' experience in the construction industry post Professional Registration		8 (2)	
		8 Years' experience in the construction industry post Professional Registration		12 (3)	
		9 Years' experience in the construction industry post Professional Registration		16 (4)	
		10 or more years' experience in the construction industry post Professional Registration		20 (5)	
Minimum Total Qualifying Score for Functionality				Sixty (60)	

**NOTE:**

1. In addition to the required minimum total qualifying score above, bidders must score the minimum points for each Criteria, i.e. criteria 1, criteria 2, criteria 3, criteria 4, etc.).If a bidder fails to score the minimum points for each criteria, the bidder's offer will be regarded as non-compliant, even if the bidder scored the required minimum qualifying score for functionality.

## PA-16: PREFERENCE POINTS CLAIM FORM IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

### 1.2 Preference Points System to be applied

- ☒ The applicable preference point system for this tender is the **80/20** preference point system.
- ☐ The applicable preference point system for this tender is the **90/10** preference point system.
- ☐ Either the **90/10 or 80/20** preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

### 1.3 Points for this tender shall be awarded for:

- 1.3.1 Price; and  
1.3.2 Specific Goals

### 1.4 The maximum points for this tender are allocated as follows:

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	<input checked="" type="checkbox"/> 80/20	<input type="checkbox"/> 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	<b>100</b>	<b>100</b>

### 1.5 Breakdown Allocation of Specific Goals Points

The following method for calculating points for specific goals is applicable to this tender:

- ☐ For procurement transaction with rand value greater than R500 000 and up to R1 Million, inclusive of all applicable taxes (PA-16: 1.5.1, Table 1).
- ☒ For procurement transactions with rand value greater than R1 Million and up to R50 Million, inclusive of all applicable taxes (PA-16, 1.5.2, Table 2)
- ☐ For procurement transactions with rand value greater than R50 Million, inclusive of all applicable taxes (PA-16: 1.5.3, Table 3).

1.5.1 For Procurement transactions with rand value greater than R2 000.00 and up to R1 Million (Inclusive of all applicable taxes), the specific goals as listed in Table 1 below are applicable.



**Table 1**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in <b>Eastern Cape Province</b> for work to be done or services to be rendered in the <b>Eastern Cape Province</b>	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

1.5.2 For procurement transactions with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals as listed in Table 2 below are applicable:

**Table 2**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in <b>Eastern Cape Province</b> for work to be done or services to be rendered in the <b>Eastern Cape Province</b>	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul>

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
			Or <ul style="list-style-type: none"> <li>Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> Or <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> and <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDSA).</li> </ul>
5.	An EME or QSE or any entity which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

1.5.3 For procurement transactions with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals as listed in Table 3 below are applicable

**Table 3**

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in <b>Eastern Cape Province</b> for work to be done or services to be rendered in the <b>Eastern Cape Province</b>	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> Or <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> Or <ul style="list-style-type: none"> <li>Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> Or <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
3.	An EME or QSE or any entity which is at least 51% owned by black women	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4. <input type="checkbox"/>	An EME or QSE which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul>
5. <input type="checkbox"/>	OR An EME or QSE which is at least 51% owned by black youth		<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

**Black people** mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in accordance with this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In accordance with Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 2: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

The specific goals allocated points in accordance with this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE which is at least 51% owned by black people	4	10	N/A	
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2	N/A	
3. An EME or QSE which is at least 51% owned by black women	2	4	N/A	
4. An EME or QSE or any entity which is at least 51% owned by black people with disability	2	2	N/A	
5. An EME or QSE or any entity which is at least 51% owned by black people.*	2	2	N/A	

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

**[Tick applicable box]**

5.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;



- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

.....

**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES  
(ISSUED IN ACCORDANCE WITH THE AMENDED CONSTRUCTION SECTOR CODE)**

(Gazette Vol. 630 No. 41287)

Issued in accordance with paragraph 3.6.2.4.1 (B)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1) The contents of this statement are to the best of my knowledge a true reflection of the facts.

2) I am a Member ☐ / Director ☐ / Owner ☐ **(Select one)** of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire		
Definition of "Black Designated Groups"	<b>"Black Designated Groups" means:</b> (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas;		

3) I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- ☐ The Enterprise is \_\_\_\_\_ % Black Owned  
☐ The Enterprise is \_\_\_\_\_ % Black Female Owned  
☐ The Enterprise is \_\_\_\_\_ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)

- o Black Youth % \_\_\_\_\_ %  
 o Black Disabled % \_\_\_\_\_ %  
 o Black Unemployed % \_\_\_\_\_ %  
 o Black People living in Rural areas % \_\_\_\_\_ %  
 o Black Military Veterans % \_\_\_\_\_ %

Select applicable

4) Based on the Financial Statements ☐ /Management Accounts and other information available ☐ on the latest financial year-end of \_\_\_\_/\_\_\_\_/\_\_\_\_, (format: day/month/year) the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

BEP R1.8 million

Contractor R3.0 million

Supplier R3.0 million

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	<b>Level Five</b> (80% B-BBEE procurement recognition level)	

5) I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6) The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp

Stamp Commissioner of Oath



## C1: AGREEMENT AND CONTRACT DATA

### C1.1 FORM OF OFFER AND ACCEPTANCE

#### Offer

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

#### PROFESSIONAL ARCHITECTURAL SERVICES

#### on the Project

#### STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES.

The tenderer, identified in the offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender. By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for remuneration to be determined in accordance with the conditions of Contract identified in the Contract Data.

**The offered price for this service as described in C3 Scope of Services, inclusive of all applicable taxes ("all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies), is:**

**Rand (in figures) R .....**

**Rand (in words).....**

**The percentage of normal fees tendered is ..... % (in figures)**

**..... percent (in words) as indicated in the Activity**

**Schedule for Value-based Fees [C2.2.2.4, column (c)].** (In the event of the basis for remuneration being "time-based" as determined in C2.1.1.1, mark the percentage above "N/A").(Remuneration, however, will be calculated as determined in C2.1.2.)

The amount in words takes precedence over the amount in figures. The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the Tender Data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

#### THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

<p>Company or close corporation:</p> <p>.....</p> <p>.....</p> <p>whose registration number is:</p> <p>.....</p> <p>whose income tax reference number is:</p>	<p>OR</p>	<p>Natural person or partnership:</p> <p>.....</p> <p>.....</p> <p>whose identity number(s) is/are:</p> <p>.....</p> <p>whose income tax reference number is/are:</p>
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.....  
and whose National Treasury Central Supplier  
Database (CSD) numbers are:  
CSD supplier number: .....  
  
Tax Compliance Status Pin (TCSP).....

.....  
and whose National Treasury Central Supplier  
Database (CSD) numbers are:  
CSD supplier number: .....  
  
Tax Compliance Status Pin (TCSP).....

**AND WHO IS** (if applicable):

Trading under the name and style of:  
.....

**AND WHO IS:**

<p>Represented herein, and who is duly authorised to do so, by:</p> <p>Mr/Mrs/Ms: .....</p> <p>In his/her capacity as:</p> <p>.....</p>	<p><b>Note:</b></p> <p><b>A resolution / power of attorney, signed by all the directors / members / partners of the legal entity must accompany this offer, authorising the representative to make this offer.</b></p>
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**SIGNED FOR THE TENDERER:**

<b>Name of representative</b>	<b>Signature</b>	<b>Date</b>

**WITNESSED BY:**

<b>Name of witness</b>	<b>Signature</b>	<b>Date</b>

The tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....  
.....

**Other contact details of the Tenderer are:**

Telephone no: ..... Cellular phone no: .....  
Fax no: .....  
Postal address: .....  
E-mail address: .....  
Banker: ..... Branch: .....

## Acceptance

By signing this part of this form of offer and acceptance, the Employer identified below accepts the tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of Contract identified in the Contract Data. Acceptance of the tenderer's offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the Contract that is the subject of this agreement.

The terms of the Contract are contained in:

Part C1 Agreements and Contract Data, (which includes this agreement)

Part C2 Pricing Data

Part C3 Scope of Services

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from set documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in accordance with the conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if sent by registered post, 4 days from the date on which it was posted, if delivered by hand, on the day of delivery, provided that it has been delivered during ordinary business hours, or if sent by fax, the first business day following the day on which it was faxed. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

### For the Employer:

<b>Name of signatory</b>	<b>Signature</b>	<b>Date</b>

<b>Name of Organisation:</b>	Department of Public Works and Infrastructure
<b>Address of organisation:</b>	Eben Dönges Building, Corner of Hancock and Robert Streets, North End Gqeberha, 6001

### Witnessed by:

<b>Name of witness</b>	<b>Signature</b>	<b>Date</b>

## Schedule of Deviations

### Notes:

1. The extent of deviations from the tender documents issued by the Employer before the tender closing date is limited to those permitted in accordance with the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the Contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

<b>1.2.1. Subject:</b>
<b>Detail:</b>

  

<b>1.2.2. Subject:</b>
<b>Detail:</b>

  

<b>1.2.3. Subject:</b>
<b>Detail:</b>

  

<b>1.2.4. Subject:</b>
<b>Detail:</b>

  

<b>1.2.5. Subject:</b>
<b>Detail:</b>

  

<b>1.2.6. Subject:</b>
<b>Detail:</b>

By the duly authorised representatives signing this agreement, the Employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the Contract between the Parties arising from this agreement.

## C1.2 CONTRACT DATA

### C1.2.1 Standard Professional Services Contract

The conditions applicable to this Contract are the **Standard Professional Services Contract (July 2009 edition)** published by the **Construction Industry Development Board (CIDB)**.

The Standard Professional Service Contracts not included in this tender document. Tenderers must obtain it on the CIDB's Website at: <https://www.cidb.org.za/download/100/procurement-documents-templates-and-guidelines/6160/standard-professional-services-contract.pdf>

### C1.2.2 Data provided by the Employer

Clause	
1	<p><b>Contract Data [CD]</b></p> <p>Specific data, which together with these General Conditions of Contract, collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract. Clauses stipulated in the Contract Data are in addition to or amendments to or replace the corresponding Clauses in the STANDARD PROFESSIONAL SERVICES CONTRACT (July 2009) (Third Edition of CIDB document 1014)</p> <p>The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.</p> <p>The General Conditions of Contract in the Standard Professional Services Contract (July 2009) make several references to the Contract Data for details that apply specifically to this tender.</p>
1	<p><b>Period of Performance</b></p> <p>The Period of Performance is the period commencing from the date of signature of the letter of acceptance until the Service Provider has completed all Deliverables in accordance with the Scope of Services and in accordance with the approved baseline programme or within the approved extended programme as per Clause 3.15 of the Standard Professional Services Contract (July 2009). The words "<b>Period of Performance</b>" and "<b>Service Contract Period</b>" in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning.</p>
3.4.1	<p>Replace Clause 3.4.1 with the following:</p> <p>Any notice, request, consent, approvals or other communication made between the Parties pursuant to the Contract shall be in writing and forwarded to the address specified in the Contract Data. Such communication shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one week after having been sent by registered post, or unless otherwise indicated in the Contract Data. Communication by e-mail is permitted but the originals of all contractual documents must be submitted. Email communication shall be deemed to have been delivered to the recipient one calendar day after sending.</p>
3.5	<p>Add to Clause 3.5</p> <p>The Services shall be executed in the Service Provider's own office and/or on the Project site as described in C3.2.2 Project description. No portion of the work may be performed by a person employed by the State.</p>

3.6	Omit the following: “... within two (2) years of completion of the Service ...”.
3.8.2	Add the following to Clause 3.8.2:  The cost of preparation so negotiated shall not exceed the hourly tariff for time-based fees as published at the time of the Employer's instruction and the hours will be as negotiated for each Category as defined in C2.1.3.1.  The cost, for incorporation into the Contract any variations to the Services as ordered by the Employer, shall be calculated according to the Service Provider's tendered price. Implementation of the variation in services to be rendered by the Service Provider, shall only proceed after a written agreement between the parties.
3.9.1 (a)	Replace Clause 3.9.1 (a) with the following:  A change in legislation takes place in accordance with the provisions of Clause 3.2 provided the change in legislation came into effect after the completion of the tender documentation approved by the Employer.
3.9.1. (c)	Replace “Employers or others” with “the Employer, its employees or clients and/or their agents” Only extension of time without cost will considered in case where a 3 <sup>rd</sup> party has caused a delay.
3.9.1 (d)	No Clause.
3.9.1 (e)	Replace Clause 3.9.1 (e) with the following:  The contract is restarted following a suspension period of 2 years the Service Provider is entitled to a change in contract price based on the applicable fee scales as published at the time of uplifting the suspension. The applicable fee scales as published at the time of uplifting the suspension will only be applied to the remaining work stages following the suspension.
3.9.3	Replace Clause 3.9.3 with the following:  “Upon receiving an application from the Service Provider to amend the period of performance and/or fees, the Employer shall assess the changes to the Contract Price and/or extension of the Period of Performance on the impact of the delay on the Services based on the fee structure that the Service Provider has tendered for and appointed on.  Additional Services ordered by the Employer shall be assessed on time-based fees as tendered for and adjusted in accordance with price adjustment to time-based fees for inflation as per 3.16.2
3.9.4	Add to Clause 3.9.4:  The application for changes to the Period of Performance is subject to the delay being on the Critical Path of the approved programme and due to no fault of the Service Provider.
3.12	Penalty  Replace Clauses 3.12.1 and 3.12.2 with the following:  Period of Performance shall be sub dividable in separate target dates according to the programme for each assignment to be submitted in accordance with Clause 3.15 hereof.  Without prejudice to his other remedies under the Contract or in law, the Employer shall have the right to recover all cost in delays caused by the Service Provider in either completing the planning of their appointed discipline in accordance with the agreed baseline programme (3.15.1), claims by other appointed consultants as a result of such delay or claims by the contractor in the event that the contractor claimed for delays resulting from actions or non-actions of the Service Provider.

The Employer shall further have the right to recover all other cost, including but not restricted to extended rental cost resulting from the delay caused directly or indirectly by the Service Provider, certifying incorrect work for payment, delay in the construction period, remedial cost to correct incorrect designs and or documentation, including omissions.

Without prejudice to his other remedies under the Contract or in law, the Employer shall recover a penalty amount per day, stipulated in the table below per target date for the full period of the delay.

In the event that the delay exceeds 30 days, the Employer will have the option to either:

- (i) terminate the contract and recover any loss as a result of the termination from the Service Provider, or
- (ii) allow the Service Provider to continue with the Services after the agreement of a new target date and recover the penalty per calendar day, as stipulated in the table below for the full period of the delay.

#### CALCULATION OF PENALTIES

VALUE OF FEES				% PENALTIES OF FEES	
1	1	UP TO	500,000	0.05000000	%
2	500,001	UP TO	1,000,000	0.05000000	%
3	1,000,001	UP TO	2,000,000	0.03750000	%
4	2,000,001	UP TO	4,000,000	0.02500000	%
5	4,000,001	UP TO	8,000,000	0.01875000	%
6	8,000,001	UP TO	16,000,000	0.01250000	%
7	16,000,001	UP TO	32,000,000	0.00781250	%
8	32,000,001	UP TO	64,000,000	0.00468750	%
9	64,000,001	UP TO	128,000,000	0.00273438	%
10	128,000,001	UP TO	256,000,000	0.00156250	%
11	256,000,001	UP TO	512,000,000	0.00087891	%
12	512,000,001		and above	0.00048828	%

Recovering of cost and or penalties may be done in the following ways:

- a) claim against professional indemnity insurance, or
- b) deduction from fee account, or
- c) direct payment to the contractor by the consultant, or
- d) litigation, or
- e) any other method available to the Employer

3.15.1

Replace Clause 3.15.1 with the following:

A baseline programme for the performance of the Service shall be submitted by the Service Provider, identified as the principal agent in accordance with C3.6.1 Service Providers, to the Departmental Project Manager (T1.1.4), within a period of two (2) weeks following the briefing meeting and whenever a programme is amended or revised, submit for the Employer's approval a programme for the performance of the Services which shall, inter alia, include:

- a) the order and timing of operations by the Service Provider and any actions, access to people, places and things and work required of the Employer and Others;
- b) the dates by which the Service Provider plans to complete work needed to allow the Employer and Others to undertake work required of them;
- c) provisions for float;

	<p>d) the planned completion of the Services or part thereof in relation to a Period of Performance; and</p> <p>e) other information as required in accordance with the Scope of Work or Contract Data.</p> <p>The baseline programme will be the result of the co-ordination of all appointed Service Providers' inputs and shall be in sufficient detail describing key milestones, events and activities linked to the fastest realistic timeframes in which the Service can be delivered. Milestones and events are to be listed based on the Scope of Services described in part C3 of the various appointed Service Providers' tender documents and presented in bar chart format. No milestones may, at the co-ordination stage, be extended beyond the timeframes outlined in C3.2.2.3 Project Programme, unless approved by the Employer. The programme thus compiled and presented by the principal agent must be counter-signed by all appointed Service Providers as proof that the programme was agreed upon by all during the said co-ordination action. Such signed programme shall then constitute the Service Contract Period between the Employer and all the appointed Service Providers.</p> <p>In the event of the Employer not being satisfied with the submitted programme, the Parties will negotiate in good faith towards a programme that will be agreeable to both. Such an agreed-upon programme will form the basis for the management of the appointment, the Period of Performance and remuneration purposes of the respective Service Provider/s. Should circumstances change from the initial briefing, the Service Provider/s and the Employer will negotiate a revised programme to satisfy such change(s). Should the Parties fail to reach agreement on the programme or revised programme, the matter will be dealt with in accordance with Clause 12.1.2 of the General Conditions of Contract. Should the mediation process fail, the Contract will be deemed to have been mutually terminated and any reasonable fees accrued at that stage settled by the Employer.</p> <p>Any failure to comply with the provisions of Clause 3.15.1 <i>supra</i> and submit or re-submit the programmes of works or failure to submit the programme on the date required by the Employer, which request shall at all material times be reasonable to fair, shall constitute a material breach of the terms and condition of contract which entitles the Employer to terminate the contract with due regard to Clause 8.4 (cidb Standard Professional Services Contract, July 2009).</p>
3.16.2	<p>The adjustment to the time-based fees shall be equal to:</p> $(CPI_n - CPI_s) / CPI_s$ <p>where <math>CPI_s</math> = the indices specified in the Contract Data during the month in which the start date falls</p> <p><math>CPI_n</math> = the latest indices specified in Contract Data during the month in which the anniversary of the Start Date falls</p> <p>Where <math>CPI_s</math> = the index of Stats SA P0141 (Table B) for the month during which the tender closed.</p> <p><math>CPI_n</math> = the index of Stats SA P0141 (Table B) for the month in which the anniversary of the tender date falls.</p> <p>The indices of Stats SA P0141 are available on the Website: <a href="http://www.statssa.gov.za/Publications/statsdownload.asp?PPN=P0141">http://www.statssa.gov.za/Publications/statsdownload.asp?PPN=P0141</a></p> <p>The formula for calculating the adjusted hourly rate will be:</p> $(((CPI_n - CPI_s) / CPI_s) \times \text{original hourly rate}) + \text{original hourly rate}$
4.1.1	<p>Add to Clause 4.1.1 the following:</p> <p>Briefing meeting: The Departmental Project Manager (T1.1.4) shall arrange a briefing meeting, compulsory for all appointed Service Providers, as soon as practicable after the appointment of the professional</p>



	<p>team as referred to in C3.6.1 Service Providers, or after the appointment of the core members of the professional team required to commence with the Services if not appointed at the same time, during which meeting the Departmental Project Manager (T1.1.4) , together with any supporting advisors, will verbally brief the professional team comprehensively regarding the requirements of the project and the Scope of Services and hand over, to the Service Provider/s, all documentation relevant to the execution of the Service.</p>
4.4	<p>Others providing Services on this Project are as listed in C3.6.1 Service Providers.</p>
5.4.1	<p>Add to Clause 5.4.1:</p> <p>Minimum professional insurance cover as more comprehensively described in C1.2.3 Data provided by the Service Provider and in respect of which the Service Provider must provide proof of insurance as required.</p>
5.5	<p>Replace Clause 5.5 with the following:</p> <p>The Service-Provider is required to obtain the Employer's prior approval in writing before taking, inter alia, any of the following actions:</p> <ul style="list-style-type: none"> <li>a) appointing Subcontractors for the performance of any part of the Services;</li> <li>b) appointing Key Persons not listed by name in the Contract Data;</li> <li>c) travelling for which payment will be claimed, as defined in C2.1.7 Travelling and subsistence arrangements and tariffs of charges;</li> <li>d) deviate from the programme for each assignment;</li> <li>e) deviate from or change the Scope of Services;</li> <li>f) change Key Personnel on the Service;</li> </ul> <p>Add to Clause 5.5 c:</p> <p>1 Exclusion of authority/powers The Service Provider's authority to act and/or to execute functions or duties is <b>excluded</b> in respect of the matters listed below. The Employer shall retain its powers and authority as stipulated in the applicable Clauses of the Contract Data which are relevant and applicable to the JBCC or GCC conditions of contract.</p> <ul style="list-style-type: none"> <li>1.1 Nomination of nominated or selected subcontractors;</li> <li>1.2 Granting of extension of time and/or ruling on claims associated with claims for extension of time;</li> <li>1.3 Acceleration of the rate of progress and determination of the cost for payment of such acceleration;</li> <li>1.4 Rulings on claims and disputes;</li> <li>1.5 Suspension of the works;</li> <li>1.6 Final payment certificate;</li> <li>1.7 Issuing of <i>mora</i> notices to the contractor;</li> <li>1.8 Cancellation of the contract between the Employer and contractor.</li> </ul> <p>Any claims, demands, notices, notifications, updated particulars and reports in writing, together with additional supporting documentation pertaining thereto, must be submitted by the contractor to the Service Provider, acting as principal agent, in respect of any of the matters listed in 1.1 to 1.8 above. This must be done within the time periods and in the format(s) as determined in the said/relevant conditions of contract. On receipt thereof, said Service Provider must study the documentation, obtain comments/advice/recommendations from the professional team members and submit a motivated recommendation to the Employer. This must be done timeously as to allow the Employer sufficient time to respond within the time periods and in the format(s) determined in said conditions of contract. The Employer's ruling will be copied to the Service Provider for information.</p>

	<p>2 Limitation of authority/powers</p> <p>The Service Provider's authority is <b>limited</b> in respect of the submission to the Employer of comments/recommendations/reports for prior endorsement/approval and further instructions. These pertain to any decision in respect of approval for/of:</p> <ul style="list-style-type: none"> <li>2.1 Institution of or opposing litigation;</li> <li>2.2 Issuing of variation orders/contract instructions/orders in writing which increase the value of the works/contract value and/or change the design of intended use of the project;</li> <li>2.3 Instructions to embark on dayworks;</li> <li>2.4 Dayworks rates;</li> <li>2.5 Material quotes relating to dayworks;</li> <li>2.6 Adjustment of general items relating to dayworks;</li> <li>2.7 Expenditure on prime cost items;</li> <li>2.8 Issuing of practical completion, completion, works completion, final completion and/or final approval certificates.</li> </ul> <p>In respect of the matters listed in 2.1 to 2.8 above, the Service Provider must submit all necessary documentation in order to enable the Employer to formulate decisions and to obtain the Employer's formal endorsement/approval prior to acting and/or executing functions or duties in respect of the contract between the Employer and the contractor. This must be done timeously so as to allow the Employer sufficient time for decision-making in accordance with the said conditions of contract.</p> <p>Failure to adhere to the above stipulation will cause the Service Provider to be liable in accordance with the Contract between Service Provider and Employer for all such unintended costs and damages</p>
5.8	<p>Add Clause 5.8:</p> <p>The Service Providers shall finalize their work and complete the first final account were the contractor's contract has been terminated, where after the Service Providers contract shall terminate, unless the Employer elects to retain the services of the Service Provider's.</p>
7.1.1	<p>Replace Clause 7.1.1 with the following:</p> <p>The Service Provider shall employ and provide all qualified and experienced Personnel required to perform the Services. Service Provider/s including personnel performing service must be fit and proper persons with positive security screening and South African identity document (south African citizens).</p>
8.1	<p>Replace Clause 8.1 with the following:</p> <p>The Service Provider is to commence the performance of each assignment immediately with due diligence after the approval of the PROGRAMME as specified in Clause 3.15 above. Failure to comply shall result in penalties in accordance with Clause 3.12 and / or termination in accordance with 8.4.1.</p>
8.2.4	<p>Replace Clause 8.2.4 with the following:</p> <p>The Employer shall, within 30 Days of receipt of a detailed request, grant such extension to the Period of Performance as may be justified, either prospectively or retrospectively, if the extension requested is below 20% of the original period of performance, and 60 days if more than 20% of the original period of performance or, inform the Service Provider that he is not entitled to an extension.</p> <p>Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in accordance with Clause 12 inform the Service Provider that he is not entitled to an extension. Should the Service Provider find the decision of the Employer to be unacceptable he shall, nevertheless, abide by such decision in the performance of the Services and the matter shall be dealt with as a dispute in accordance with Clause 12.</p>

8.4.1	<p>Replace Clause 8.4.1 with the following:</p> <p>The Employer may terminate the Contract with the Service Provider:</p> <ul style="list-style-type: none"> <li>(a) where the Services are no longer required;</li> <li>(b) where the funding for the Services is no longer available;</li> <li>(c) where the project has been suspended for a period of two (2) years or more;</li> <li>(d) if the Service Provider does not remedy a failure in the performance of his obligations under the Contract within fourteen (14) Days after having been notified thereof, or within any further period as the Employer may have subsequently approved in writing;</li> <li>(e) if the Service Provider becomes insolvent or liquidated; or</li> <li>(f) if, as the result of <i>Force Majeure</i>, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) Days;</li> <li>(g) should the Service Provider cease to exist or be incapacitated for whatever reasons, the Employer is entitled, if it so elects;</li> <li>(h) at its sole discretion, where the Service Provider is not performing Services in accordance with Clause 5.1.1;</li> <li>(i) where the Service Provider has engaged in corrupt or fraudulent practices in tendering for the service contract, or in executing the service contract or in managing the construction contract.</li> <li>(j) at its sole discretion, where the Service Provider is in violation of Clause 5.1.1.</li> </ul>
8.4.3 (c)	<p>Add to Clause 8.4.3 (c) the following:</p> <p>The period of suspension under Clause 8.5 is not to exceed two (2) years.</p>
8.4.4	<p>Replace Clause 8.4.4 with the following:</p> <p>Upon termination of this Contract pursuant to Clauses 8.4.1 or 8.4.3, the Employer shall remunerate the Service Provider in accordance with the Contract for Services satisfactorily performed prior to the effective date of termination and reimburse the Service Provider any reasonable cost incident to the prompt and orderly termination of the Contract, except in the case of termination pursuant to events (d) and (e) of Clause 8.4.1.</p>
8.4.6	<p>Add Clause 8.4.6:</p> <p>Upon termination of this Contract or any part thereof, a copy of any drawings and documents produced pursuant to the Contract being ended and not previously provided by the Service Provider to the Employer shall be delivered to the Employer by the Service Provider within 7 working days after the date of termination.</p>
8.4.7	<p>Add Clause 8.4.7:</p> <p>Any deviation or failure to comply with the provision of Clause 8.4.6 supra would entitle the Employer to withhold any payment due to the Service Provider and to invoke any other remedies available in law to enforce compliance therewith.</p>
9.1	<p>Add to Clause 9.1:</p> <p>Copyright of documents prepared for the Project shall be vested with the Employer.</p>
10.2	<p>Replace Clause 10.2 with the following:</p> <p>An assignment shall be valid only if it is a written agreement between the Employer and Service Provider by which the Service Provider transfers his rights and obligations under the Contract, or part thereof, to others.</p>
10.3	<p>Replace Clause 10.3 with the following:</p>

	The Service Provider shall not, without the prior written consent of the Employer, assign the Contract or any part thereof, or any benefit or interest thereunder.
12.1.2	Interim settlement of disputes is to be by mediation.
12.2.1	Add to Clause 12.2.1:  In the event that the Parties fail to agree on a mediator, the mediator is to be nominated by the Association of Arbitrators (Southern Africa).
12.3	No Clause.
12.4	No Clause.
12.5	Add Clause 12.5:  Final settlement is by litigation.
13.1.3	Replace Clause 13.1.3 with the following:  All partners in a joint venture or consortium shall carry the same professional indemnity insurance as per Clause 5.4.1 of the General Conditions of Contract.
13.4	Replace Clause 13.4 with the following:  Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 5 years from the date of termination or completion of the Performance Contract.
13.5	Replace Clause 13.5 with the following:  The amount of compensation is as per 5.4.1.
13.6	No Clause.
14.2	Replace 14.2 Clause with the following:  Amounts due to the Service Provider shall be paid by the Employer within thirty (30) Days of receipt by him of the relevant invoices and source documents, which are correct in all respects. If the Service Provider does not receive payment by the due date, he shall be entitled to charge interest on the unpaid amount, at the Prescribed Rate of interest as determined by the appropriate Minister at the time when <i>mora</i> interest is charged.
14.4	Replace 14.4 Clause with the following:  In respect of Services charged for on a time-basis and all other reimbursable expenses the Service Provider shall maintain records in support of such charges and expenses for a period of sixty months after the completion or termination of the Contract. Within this period the Employer may, on not less than 14 Days' notice, require that a reputable and independent firm of accountants, nominated by him at his expense, audit any claims made by the Service Provider for time charges and expenses by attending during normal working hours at the office where the records are maintained.
15	Add to Clause 15:  In respect of any amount owed by the Service Provider to the Employer, the Service Provider shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in accordance with section 80(1)(b) of the Public Finance Management Act, 1999 (Act no1 of 1999).

### C1.2.3 Data provided by the Service Provider

Clause	
	Each item of data given below is cross-referenced to the Clause in the General Conditions of Contract to which it mainly applies.
1	The Service Provider is the company, close corporation, natural person or partnership named in C1.1 Form of Offer and Acceptance by the tendering Service Provider.
5.3	The authorised and designated representative of the Service Provider is the person named in the resolution PA-15.1, PA-15.2 or PA-15.3 by the tendering Service Provider.
5.4.1	<p>Indemnification of the Employer</p> <p>I, the undersigned, being duly authorized by the Service Provider, in accordance with the completed resolution (PA-15.1, PA-15.2 or PA-15.3)</p> <p>..... (Name of authorized person)</p> <p>hereby confirm that the Service Provider known as:</p> <p>..... (Legal name of entity tendering herein)</p> <p>tendering on the project:</p> <p>.....</p> <p>..... (Name of project as per C1.1 Form of offer and acceptance)</p> <p>holds professional indemnity insurance cover, from an approved insurer, duly registered with the Finance Services Board, of <b>not less than R1,5 Million at the time of tender</b>.</p> <p>I shall submit proof of acceptable Professional Indemnity insurance where the minimum insurance cover is <b>R1,5 Million or 15% of the Value of the Work</b> for the applicable discipline, whichever the greater, to the Client Representative within 30 days upon completion of the planning based on the pre-tender estimate, prior to the commencement of construction. The limit of indemnity will remain intact for Each and Every Claim, no matter how many claims are made.</p> <p>I further confirm that should the professional indemnity insurance, with no knowledge of the Employer, be allowed to lapse at any time or in the event of the Service Provider cancelling such professional indemnity insurance, with no knowledge of the Employer, at any time or if such professional indemnity cover is not sufficient, then the Service Provider, (i) accepts herewith full liability for the due fulfilment of all obligations in respect of this Service; and (ii) hereby indemnifies, and undertakes to keep indemnified, the Employer in respect of all actions, proceedings, liability, claims, damages, costs and expenses in relation to and arising out of the agreement and/or from the aforesaid Service Provider's intentional and/or negligent wrongful acts, errors and/or omissions in its performance on this Contract.</p> <p>I confirm that the Service Provider undertakes to keep the Employer indemnified, as indicated above, beyond the Final Completion Certificate/Final Certificate by the Employer (whichever is applicable) for a period of five (5) years after the issue of such applicable certificate.</p> <p>I confirm that the Service Provider renounces the benefit of the <i>exceptions non causadebit, non numeratespecuniae and excursions</i> or any other exceptions which may be legally raised against the enforceability of this indemnification.</p>

	<p>Notwithstanding the indemnification required above, the Employer reserves the right to claim damages from the Service Provider for this Project where the Service Provider neglects to discharge its obligations in accordance with this agreement.</p> <p><b>NAME:</b> .....</p> <p><b>CAPACITY:</b> .....</p> <p><b>SIGNATURE:</b> .....</p>																																														
7.1.2	<p>As an extension of the definitions contained in Clause 1 hereof, Key Persons must, for the purposes of this Contract, include one or more of the professionally registered principal(s) of the Service Provider, <b>and/or</b>, one or more professional(s) employed to render professional services, for whom copies of certificates or other documentation clearly proving current professional registration with the relevant council, including registration numbers, must be included with the tender as part of the returnable documentation.</p> <p>The Key Persons and their jobs / functions in relation to the Services are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Principal and/or employed professional(s)</th> <th style="width: 20%;">Category of registration</th> <th style="width: 30%;">Specific duties</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td></tr> </tbody> </table>			Name	Principal and/or employed professional(s)	Category of registration	Specific duties	1.				2.				3.				4.				5.				6.				7.				8.				9.				10.			
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7.2	<p>A Personnel Schedule is required.</p> <p>If the space provided in the table above is not sufficient to describe the <b>specific duties</b>, this space may be utilized for such purpose:</p> <div style="height: 150px; border: 1px solid black; margin-top: 10px;"></div>																																														

## C2: PRICING DATA

### C2.1 PRICING ASSUMPTIONS

C2.1.1 Basis of remuneration, method of tendering and estimated fees

C2.1.1.1 Professional fees for **Architectural Services** will be paid on a **value basis**.

The words “value based” and “percentage based” used in connection with fee types in this document or any documents referred to in this document are interchangeable and are deemed to have the same meaning.

C2.1.1.2 **Tenderers are to tender:**

**A percentage of the estimated normal fees tendered** in “C1.1 Form of Offer and Acceptance” as indicated in the **Activity Schedule for Value-based Fees [C2.2.2.4, column (c)]**. (in the event of the basis for remuneration being indicated above as a “value based” fee), all as set out below.

C2.1.2 Remuneration for **Architectural Services**

C2.1.2.1 **Professional fees shall be calculated as follows for the Services rendered by the Service Provider:**

**In the event of the basis for remuneration being a “Value-based” fee, the percentage of the normal fees tendered in “C1.1 Form of Offer and Acceptance”, based on the Cost of the Works, all in accordance with the provisions under C2.1.3**

C2.1.2.2 The amount tendered herein (C1.1) is for tender purposes only and will be amended according to the application of the value fee scale *vis-à-vis* the actual cost of construction (if basis of remuneration has been set at “value based” according to C2.1.1.1) or the actual number of hours for each level (if basis of remuneration has been set at “time-based” according to C2.1.1.1).

Hourly rates tendered shall be deemed to include overheads and charges in respect of time expended by clerical Personnel which shall, therefore, not be chargeable separately.

C2.1.2.3 The site must be visited as often as the works require for the execution of all duties on the Project. The Service Provider must be available at 24-hour notice to visit the site if so required in case of an emergency other than the prescribed notification period stipulated in the Form of Contract applicable to the Contractor.

C2.1.2.4 Payments to Service Provider

C2.1.2.4.1 Payments to the Service Provider will be made electronically according to the banking details furnished by the Service Provider. Any change in such banking details must be communicated to the Departmental Project Manager (T1.1.4) timeously. Fee accounts, correct in all respects, will be deemed submitted when received by the Employer and settled when electronically processed by the Employer. The Employer reserves the right to dispute the whole account, any item or part of an item at any time and will deal with such case in accordance with Clause 14.3 of the General Conditions of Contract.

C2.1.2.4.2 Accounts for Services rendered may be submitted on the successful completion of each stage of work. Interim accounts will only be considered during the construction stage of the works and then not more frequently than quarterly except if otherwise agreed between the authorised and designated representative of the Service Provider and the Departmental Project Manager (T1.1.4). Payment of accounts rendered will be subject to the checking thereof by the Departmental Project Manager (T1.1.4). The Employer reserves the right to amend the amounts claimed in order to conform to the rates stipulated in this Contract and make payment on the basis of the balance of the account in accordance with Clause 14.3 of the General Conditions of Contract.



- C2.1.2.4.3 All fee accounts must be accompanied by an updated original written certification by the quantity surveyor, if appointed, of the amount(s) on which fees are based. The onus, however, rests on the Service Provider to calculate fees on the appropriate value and according to the correct fee scale, read in conjunction with this Contract.
- C2.1.2.4.4 Services claimable on time bases (time sheets)  
All fees claimable on a time bases (C2.1.3.5 for value-based appointments and C2.1.4 for time-based appointments) must be substantiated by way of submitting a comprehensive time sheet indicating the date, name of person whom rendered the service, description of the service rendered, the number of hours spent in rendering the service, the applicable rate per hour in accordance with this agreement and the total amount claimed per incident. The Employer reserves the right to validate the information provided by the Service Provider and will remunerate the Service Provider on what is deemed to be fair and reasonable.
- C2.1.2.4.5 Reimbursable rates for typing, printing and duplicating work and forwarding charges as set out under C2.1.6 herein will be paid in full, irrespective of the percentage or rates tendered as referred to in C2.1.1.2 and C2.1.2.1 above.
- C2.1.2.4.6 Fee accounts shall be submitted on the Employer's prescribed format, if available. Fee account formats are obtainable on the Employer's Website: <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 9.3.
- C2.1.2.4.7 All fee accounts need to be signed by a principal of the Service Provider and submitted in original format or in electronic format (E-mailed). The "Subject" in E-mail must clearly indicate the fee / invoice claim number. No other versions of fee accounts will be considered for payment.

All fee invoices to be on an official letterhead, indicating the following:

Project Description - WCS number - Date of Invoice - Invoice number - Start and End Dates of time period the fees are claimed and Banking details, failing which the accounts will be returned.

The Departmental Project Manager (T1.1.4) to attach the email to the fee account for auditing purposes.

- C2.1.2.5 Services claimable on time bases (time sheets)  
All fees claimable on a time bases (C2.1.3.5) for value-based appointments and for time-based appointments (C2.1.4) must be substantiated by way of submitting a comprehensive time sheet indicating the date, name of person whom rendered the service, description of the service rendered, the number of hours spent in rendering the service, the applicable rate per hour in accordance with this agreement and the total amount claimed per incident. The Employer reserves the right to validate the information provided by the Service Provider and will remunerate the Service Provider on what is deemed to be fair and reasonable.

## **C2.1.3 Value-Based Fees**

### **C2.1.3.1 Fees for work done under a value basis fee**

Where Value-Based Fees are payable (if basis of remuneration has been set at "value basis" according to C2.1.1.1), the Service Provider will be remunerated for Services rendered, subject to the provisions in C2.1.2 above and subject to the specific terms and conditions stated below and elsewhere in this document, in accordance with the 2023 National Department of Public Works & Infrastructure - Scope of Architectural Services and Tariff of Fees in respect of services rendered by a person registered in accordance with section 19(2) of the Architectural Profession Act, 2000 (Act No.44 of 2000) dated 1 March 2023 for the Full Period of Performance. This document is referred to as the "2023 NDPWI - Scope of Architectural Services and Tariff of Fees" hereinafter and is appended as Annexure B, or as per the amended and approved applicable Tariff of Fees in accordance with Clause C2.1.3.2, and shall be subject to the specific terms and conditions of Clause C2.1.3.



Where there is a discrepancy between the C - Clauses within this document and the related Tariff of Fees Clauses, the terms and conditions stipulated in the C – Clauses shall apply.

#### C2.1.3.2 Amendment of applicable Tariff of Fees, and / or rates tendered

The applicable fee scales will only be amended to the latest Tariff of Fees as published by the NDPWI when:

- (a) a new version of the Tariff of Fees was published by NDPWI between the date of advertising this Bid and prior to the date of awarding this Bid, or
- (b) in accordance with Clause C1.2.2 - 3.9.1 (e) [CD] and C2.2.1.1 below, should the project be suspended or where there is no activity for more than two (2) years, the applicable Tariff of Fees as published and in use at the time of uplifting the suspension or resuscitating the project will only be applied to the remaining work stages following the suspension if unchanged, otherwise stages.

The amendment of the applicable Tariff of Fees at the time of award or after upliftment of suspension or resuscitation of the project are subject to:

- (d) the Service Provider submits an application to amend the applicable fee scales to the Employer within 6 weeks of publishing of the revised publication of Tariff of Fees in accordance with Clause 3.9.2 of the Contract, failing which, the Service Provider shall not be entitled to amend the applicable fee scale for remuneration,
- (e) the Employer elects to retain the services of the Service Provider upon uplifting the Suspension in accordance with Clause 8.5.1 of the Contract,
- (f) the Departmental Project Manager (T1.1.4) obtains approval of additional funds as a contractual obligation in accordance with the NDPWI Project Management Delegations, and
- (g) the Departmental Project Manager (T1.1.4) confirms the use of the amendment of the latest Tariff of Fees and / or rates in writing.

#### C2.1.3.3 Fees payable for full services

Remuneration for value-based appointments is based on the percentage of normal fees tendered in the Form of Offer (C1.1) as derived from the Activity Schedule (C2.2.2.4, column (c)), shall be based on the cost of the works and in accordance with the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees, or the amended and approved Tariff of Fees (C2.1.3.1).

Normal fees for value-based appointments will be based on the cost of the works and calculated as described in the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees, or the amended and approved Tariff of Fees (C2.1.3.2) i.e. the normal fee multiplied by the value fee scale vis-à-vis the actual cost of construction,

The total fees payable is the cost of the works (Total cost of all the works less exclusions equals the value on which fees can be claimed), which is used to determine the basic fees (Primary fee + secondary fee) to which the applicable increase/ decrease factors are applied, equals normal fees, multiplied by the percentage of normal fees tendered.

The fees payable shall be calculated as follows:

- (a) The cost of the works shall be all inclusive of costs associated with:
  - i. Full cost of the works emanating from the normal services in C3.3.1 and Clauses 2 and 3 applicable Tariff of Fees (C2.1.3.1),
  - ii. All inclusions less exclusions as described in C2.1.3.3.1 and Clauses 25, 26 and 27 of the applicable Tariff of Fees (C2.1.3.1), and.

- iii. Additional services which increases the cost of the works as specified under C3.3.3.
  - iv. No separate fees are payable for additional services specified under C3.3.3, which does not increase the value of the works as it is deemed to be included in the total normal fees unless separately specified in the activity schedule (C2.2.2.4).
  - v. Note that an exclusion value (%) of 15% for a Repairs and Renovations Project, was allowed for tendering purposes only (C2.1.3.3.1). The Service Provider to make additional allowances when tendering should the Service Provider deem the exclusion value (%) to be either too low or too high. The final exclusion value is subject to the final cost of the works. The percentage of normal fees tendered will not be adjusted if the exclusion value (%) either increases or decreases.
- (b) Additional services indicated as “applicable” under C3.3.2 and C3.3.3 which does not increase the cost of the works are deemed to be included in the normal fees unless separately specified in the activity schedule (C2.2.2.4).
  - b) The value of the cost of the works to be confirmed by the appointed Quantity Surveyor for Multi-disciplinary Projects (C2.1.2.5) as derived from C2.1.3.3 (a) [Sub-total 1 – Cost of the works on which normal fees are to be based].
  - (c) The basic fees (primary and secondary fees) are based on the cost of the works [Sub-total 1] and derived from **Table A.1 for Low Complexity** as indicated in the Activity Schedule (C2.2.2.4) and described in the applicable Tariff of Fees (C2.1.3.1). [Sub-total 2].
  - (d) Apply the applicable increase/decrease factors in accordance with Clause 5.4 of the applicable Tariff of Fees (C2.1.3.1) [Sub-total 3].
  - (e) The total normal fees payable is the sum total of C2.1.3.3 (d) [Sub-total 3] multiplied by the percentage of normal fees tendered in the Form of Offer (C1.1) as derived from the activity Schedule (C2.2.2.4, column (c)).
  - (f) The percentage of normal fees tendered (C2.2.2.4, column (c)) shall apply to each stage for services provided in stages.
  - (g) Where the services are to be provided in stages and the proportioning of the fee for normal services over the various stages shall be as set out in the applicable Tariff of Fees (C2.1.3.1) Clause 8.3.1.
  - (h) Where the Service Provider is required to perform only a portion of the full services, only the relevant portion of the fee shall be paid for services rendered.
  - (i) When the architect has, upon proof, fulfilled an input into the planning / design / layout in respect of the excluded items (Clause 25 and 26 of the Tariff of Fees), a fee commensurate with the input made by the architect, but not exceeding 1% of the value of the items, may be claimed. Coordination of services of the respective disciplines are deemed to be included in the normal fees for normal services.

C2.1.3.3.1 Certain items and services, which are external to the building(s) and/or which are regarded as items of equipment, irrespective whether these are external or internal to the building(s), are not regarded as an “integral part of the project or design of the Works” and consequently the cost of these items are to be excluded from the value of the Works on which a value based fee is calculated.

The Service Provider must, in the price offer, make provision for and include all professional costs for involvement in the design and co-ordination for the provision of these items. No professional fees, in excess of what was tendered, will be considered for professional services performed and time spent by the Service Provider in any matters associated with these items.

Examples of items regarded as “not being an integral part of the project or design of the Works” are listed in Clauses 25, 26 and 27 of the 2023 NDPWI - Scope of Architectural Services and Tariff of

Fees or as per the amended and approved applicable Tariff of Fees in accordance with Clause C2.1.3.1

C2.1.3.4 Fees for documentation for work covered by a provisional sum

Where a provisional sum is included in the bills of quantities for work to be documented at a later stage, the documentation fee in respect of such work shall be remunerated at the time when the documentation has been completed. The fee shall relate to the type of documentation drawn up by the Architect in respect of each section of such work. Where no documentation has been completed fees are only payable once the work done by way of a provisional amount allowed in the Bill of Quantities has been completed and certified for payment to the Contractor.

C2.1.3.5 Time charges for work done under a value-based fee

Where time charges are payable according to Clause 3.2 and 3.3 of the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees, or as per the amended and approved applicable Tariff of Fees (C2.1.3.1) (if basis of remuneration has been set at "value-based" according to C2.1.1.1), the principles as described in the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees, , or as per the amended and approved applicable Tariff of Fees (C2.1.3.1) and the rates set out below, will be applicable:

- a) Time charges for this service as tendered under C2.2.2.4 Activity Schedule, will annually be adjusted for inflation for the full duration of the Service Contract Period 3.15.1 [CD] and 3.16.2 [CD], of the of the cidb Standard Professional Service Contract, as amended in C1.2.2 [CD]. The rates claimable are the rates applicable at the time of the execution of the work.
- b) Where the number of hours allowed for in the activity schedule is exceeded whilst within the original Service Contract Period as determined by Clause 3.16.2, of the Contract, as amended in C1.2.2 [CD], the Service Provider is remunerated in accordance with C2.1.3.5 (a).
- c) Time charges for work done in excess of the original Service Contract Period (C1.2.2 - 3.15.1 [CD]), will be payable in accordance with Clause C2.1.3.5.1.
- d) Where the Activity Schedule did not make provision for rendering services at an hourly rate the hourly rate payable will be in accordance with Clause C2.1.3.5.1 upon agreement of the number of hours required and approval issued in writing by the Departmental Project Manager (T1.1.4) in line with the NDPWI Project Management Delegations.
- e) Fees claimable on a time basis shall be claimed by submitting time sheets in accordance with Clause C2.1.2.5.

C2.1.3.5.1 Time charges are reimbursable at rates applicable at the time of the actual execution of the specific service. The "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za> under "Documents"; "Consultants Guidelines"; item 1.

C2.1.3.5.2 The scale of fees on time charges, on which Value Added Tax is excluded, shall be at the following rates per hour, rounded off to the nearest rand: (see Table 8 of "Rates for Reimbursable Expenses" for the actual amounts calculated in accordance with to the principles laid down below):

- (i) for a person in category A and B: 18,75 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 13 salary range (Director) in the Public Service;
- (ii) for a person in category C: 17,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 12 salary range (Deputy Director second leg.) in the Public Service;
- (iii) for a person in category D: 16,5 cents for each R100,00 of his/her gross annual remuneration; provided that this hourly rate shall not exceed 16,5 cents for each R100,00 of the total annual remuneration package attached to the lowest notch of a level 11 salary range (Deputy Director first leg.) in the Public Service.

Hourly rates calculated in accordance with (i), (ii) and (iii) above shall be deemed to include overheads and charges in respect of time expended by clerical Personnel which shall, therefore, not be chargeable separately.

C2.1.3.5.3 Unless otherwise specifically agreed in writing, remuneration for the time expended by principals in accordance with C2.1.3.5.2(i) above on a project shall be limited to 5 per cent of the total time expended for time charges in respect of the Project. Any time expended by principals in excess of the 5 per cent limit shall be remunerated at the rates determined in (ii) or (iii) above.

C2.1.3.5.4 Notwithstanding the above, where work is of such a nature that Personnel as described in C2.1.3.5.2 (iii) above are capable of performing such work, it shall be remunerated at that level and not at the rates described in (i) and (ii) above, irrespective of who in fact executed the work.

C2.1.3.5.5 Gross annual remuneration in C2.1.3.5.2(iii) above shall mean basic salary and guaranteed annual bonus; fringe benefits not included in basic salary; income benefit, as determined from time to time by the South African Revenue Services for income tax purposes, for the private use of a motor vehicle by the Employer; Employer's contribution to pension/provident fund, medical aid and group life assurance premiums; Compensation Fund and Unemployment Fund contributions, Metropolitan Council levies and any other statutory contributions or levies; all other costs and benefits as per conditions of appointment but excluding any share of profit and payment for overtime.

C2.1.3.5.6 The salaries referred to in C2.1.3.5.2(i) to (iii) above can change from time to time, which will, therefore, change the rates applicable. These rates will, however, only be adjusted on the first day of each calendar year irrespective of any changes in salary ranges during the relevant year. The rates applicable at the time of the execution of the work as set out in Table 8 of the "Rates for Reimbursable Expenses", as adjusted from time to time, may be claimed.

C2.1.3.6 Fees claimable on a time basis shall be claimed by submitting time sheets in accordance with Clause C2.1.2.5.

C2.1.3.7 Additional Services

C2.1.3.7.1 Additional Services pertaining to all Stages of the Project  
Additional services will be remunerated as described below:

- a) The cost of providing all additional services as specified and/or indicated as being "Applicable" in C3.3.2 or C3.3.3 shall be deemed to be included in the percentage of normal fees tendered for normal services, unless specified separately in the Activity Schedule. No separate payment shall be made for the additional services specified in C3.3.2 and C3.3.3. The cost of providing these services shall be deemed to be included in the value-based fee tendered for normal services.
- b) Additional services that may be required during any stage of the project, which has not been specified and/or not indicated as being "Applicable" under C3.3.2 or C3.3.3, which increases the cost of the architectural works will be remunerated in accordance with the percentage of normal fees tendered.
- c) Should the need arise for additional services that does not increase the cost of the architectural works, the Service Provider will be remunerated on a time and cost basis.
  - i. Where provision was made for hourly rates for additional services in the pricing activity schedule (C2.2.2.4 or C2.2.3.4) and an hourly rate was tendered, the hourly rate will be payable. Time-charges for this service as tendered in the activity schedule (C2.2.2.4 or C2.2.3.4), will annually be adjusted for inflation (C2.1.3.5 (a)) for time charges for work done under a value-based fees of in accordance with C2.1.4.1 for time-based fees.
  - ii. Where the number of hours allowed for in the activity schedule (C2.2.2.4 or C2.2.3.4) is exceeded whilst within the original Service Contract Period as determined by Clause

3.16.2, of the Contract, as amended in C1.2.2 [CD], the Service Provider is remunerated in accordance with C2.1.3.7.1 (c) (i).

- iii. Where the Activity Schedule (C2.2.2.4 or C2.2.3.4) did not make provision for rendering additional services at an hourly rate the service provider will be remunerated in accordance with the applicable Tariff of Fees (C2.1.3.1). Where the applicable Tariff of Fees do not specify a method of remuneration, the Service Provider will be remunerated in accordance with C2.1.3.5.1.

- d) Other costs associated with the additional services on a time basis will be remunerated as follows:

- i. Typing and Duplicating (C2.1.6),
- ii. Travelling and Subsistence (C2.1.7) which are subject to submission of time sheets in accordance with C2.1.2.5.

- h) Where provision was made in the Activity Schedule (C2.2.2.4 or C2.2.3.4) for additional services, the Departmental Project Manager (T1.1.4) obtains approval, and approval of additional funds as a contractual obligation in accordance with the NDPWI Project Management Delegations, prior to the commencement of the work, all in accordance with C2.1.3.2.

- i) Additional services, which has not been specified under C3.3.2 or C3.3.3 nor any provision made in the Activity Schedule, constitutes a variation order. The Departmental Project Manager (T1.1.4) obtains approval and approval of additional funds as a contractual obligation in accordance with the NDPWI Project Management Delegations, prior to the commencement of the work, all in accordance with C2.1.3.2.

#### C2.1.3.7.2 Provision of site personnel (Clerk of Works)

The cost of personnel rendering standard services in accordance with the applicable Tariff of Fees (C2.1.3.1) are deemed to be included in the normal fees tendered (C1.1).

The provision of a Clerk of Works **is not required** as specified under C3.3.3.2

Provision is **not** made in the Activity schedule (C2.2.2.4) for the appointment of a Clerk of Works (Provisional amount) where a part-time or full-time Clerk of Work is required

#### C2.1.3.7.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

The Employer shall appoint a Service Provider under a separate contract as its "agent" as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

No separate payment shall be made for the service specified in C3.3.2.3. The cost of providing this service shall be deemed to be included in the value-based fee tendered for normal services.

Where services are required but specified under C3.3.2.4 and where no allowance was made in the Activity Schedule (C2.2.2.4 or C2.2.3.4), the Service Provider will be remunerated in accordance with C2.1.3.7.1 (c iii).

#### C2.1.3.7.4 Quality Assurance System **is not required** on this project.

No separate payment shall be made for the implementation of a quality management system as specified in C3.3.3. The cost of providing this service shall be deemed to be included in the value-based fee tendered for normal services.

Where services are required but not indicated as "Applicable" under C3.3.2.4, the Service Provider will be remunerated in accordance with C2.1.3.7.1 (c iii).

#### C2.1.3.7.5 Lead Consultant **is not required** on this project.



No separate payment shall be made for assuming the leadership of an Employer specified joint venture, consortium or team of consulting engineers as specified in C3.3.3 and indicated as "Applicable". The cost of providing this service shall be deemed to be included in the value-based fee tendered for normal services.

For assuming the leadership of a joint venture, a consortium or team of consulting architects, the fee for the lead consulting architect shall be ten percentage points (10%), which is not an additional fee but is that portion of the fee for services rendered by the team, which shall be allocated to the lead consulting architect.

**C2.1.3.7.6 Act as Principal Agent of the Client is applicable on this project.**

Architectural fee scales make provision for acting as principal agent. No separate payment shall be made for assuming the role of principal agent of the Employer. The cost of providing this service shall be deemed to be included in the value-based fee tendered for normal services.

Should the architect fail to fulfil his duties with due diligence as a principal agent, or not be appointed as the principal agent will result in a ten percent (10%) reduction of the normal fees payable.

**C2.1.3.7.8 Other unspecified services**

The Employer may order duties that fall outside the scope of the project as tendered. Such additional duties may involve, but not limited to:

- a) Additional design requirements
- b) Evaluation of alternative tenders
- c) Additional investigations during the Defects and Liability Period
- d) Diverse other services

Any such additional services that may be required will be remunerated on a Time-basis as set out in C2.1.3.5.1 unless allowance was made in the Activity Schedule (C2.2.2.4) for additional services which will be remunerated in accordance with C2.1.3.7.1. The level of expertise necessary for any such additional work shall be concomitant with the issues to be addressed. The category of personnel necessary to undertake the work shall be approved by the Employer. Any additional identified service shall be fully scheduled and submitted to the Employer for approval prior to the commencement thereof.

**C2.1.3.7.9 Alternative tenders**

No fee shall be payable for documentation prepared for alternative tenders involving the mere substitution of material not requiring any design, measurements or calculation.

**C2.1.3.7 Labour-Intensive Works is required on this project.**

In accordance with C3.2.2.8, all Services relating to the implementation of the works which are to be provided in accordance with the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works & Infrastructure Programme (EPWP) are normal services in accordance with the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees or as per the amended and approved applicable Tariff of Fees (C2.1.3.2).

Any changes in the design of the works to incorporate labour-intensive works specified in C3.2.2.8 should not constitute a change in scope or an additional service where the scope of work is framed around such publications.

Any changes in the design of the works to incorporate labour-intensive works when not specified under C3.2.2.8 may constitute a change in scope or an additional service when identified after Sketch Plan approval, subject to approval by the Departmental Project Manager (T1.1.4).

**C2.1.3.8 Excessive Variation in Time (Construction Period)**

In the event of the initial contract period being exceeded by more than 10 per cent, through no fault of the architectural professional, the architect is to be remunerated for all additional work over and above the period exceeding the additional 10%, resulting from the extension of time. The hourly

rates according to the then current departmental hourly rate together with related reimbursables shall apply.

#### C2.1.3.9 Determining interim payments due to the Service Provider

Interim payments to be made as defined in C2.1.2.9 above. For the purposes of ascertaining the interim payments due, the cost of the works, which shall exclude any provisional allowances made to cover contingencies and escalation shall be:

- a) the net amount of the accepted tender, or
- b) if no tender is accepted, the net amount of the lowest acceptable tender in accordance with C2.1.3.9.2.1 (b), unless acceptable motivation can be provided to prove that such amount is unreasonable, or
- c) if the contract is awarded by negotiation the negotiated price.
- d) if no tenders are invited or if no acceptable tenders are received or if no negotiation is concluded, the estimate. The estimate shall be the one accepted by the Employer as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the quantity surveyors estimate, if appointed.

##### C2.1.3.9.1 Abortive work (after concept design and sketch plan design was approved) (Abortive design)

In the event of the design being changed after concept or sketch plan approval (on which the elemental estimate and bills of quantities was completed) to such an extent that it requires a new design, elemental estimate and bills of quantities, the abortive fees payable will be determined by applying the percentage of normal fees tendered claimable fee of the work stages completed or partially completed, based on the percentage of the estimate as indicated below:

- a) at time of suspension or cancellation during the planning stage - 80% of the PQS / Engineer's estimate, excluding provisional sums, or
- b) just prior to inviting tenders or during tender stage but before the closing of tenders - 80% of the PQS / Engineer's pre-tender estimate, excluding provisional sums.
- c) after closing of tenders but prior to recommendation of a tender - 100% of the responsive tender with the lowest price where there is an acceptable tender, excluding provisional sums. Where there are no responsive tenders then C2.1.3.9.1 (b) will apply, or
- d) a tender has been recommended for award - 100% of the recommended bidder's tender price, excluding provisional sums,

##### For the new design:

The fees payable will be for Stages 1 to 6 (dependant on Departments determination) on value basis (percentage of normal fees tendered) calculated on the new project value subject to the criteria a) to b) set above: (Note: if project moves to a new location then Stages 1-6 can be considered). Fees will be remunerated based on the applicable Tariff of Fees (C2.1.3.1).

Or

If the changes do not require a full design change, elemental estimates and bills of quantities, then stages 1 to 4 (dependant on the Departments determination) will be remunerated on time basis. Fees will be remunerated based on the applicable Tariff of Fees (C2.1.3.1) for stages 5 and 6 at tendered fees calculated on final account of the new design.

#### C2.1.3.9.2 Remuneration upon Suspension or Cancellation of the Project before commencement of Construction

C2.1.3.9.2.1 In the event of the project being suspended or cancelled prior to the commencement of the construction works, the fees payable (Stages 1 to 4) will be in accordance with the percentage of normal fees tendered and applying the applicable Tariff of Fees (C2.1.3.1), determined by applying the percentage claimable fee of the work stage completed or partially completed, based on the percentage of the estimate as indicated below:

- a) at time of suspension or cancellation during the planning stage (Stages 1 to 3) - 80% of the PQS / Engineer's estimate, excluding provisional sums., or

- b) just prior to inviting tenders or during tender stage (Stage 4) but before the closing of tenders (Stage 4) - 80% of the PQS / Engineer's pre-tender estimate, excluding provisional sums.
- c) after closing of tenders but prior to recommendation of a tender - 100% of the responsive tender with the lowest price where there is an acceptable tender, excluding provisional sums. Where there are no responsive tenders then C2.1.3.9.2.1 (b) will apply, or
- d) a tender has been recommended for award (Stage 4) - 100% of the recommended bidder's tender price, excluding provisional sums.
- e) a tender has been awarded but no work has commenced (Stage 4) - 100% of the recommended bidder's tender price excluding provisional sums.
- f) In the event of the project being suspended or cancelled after the commencement of the works, fees will be remunerated in accordance with the percentage of normal fees tendered and applying the applicable Tariff of Fees (C2.1.3.1), based on 100% of the net amount of the accepted tender, excluding provisional sums, for Stages 1 to 4 and 100% of the final account value of the work done and certified when the contract is terminated during Stages 5 or 6.

C2.1.3.9.2.2 In the event of the upliftment of suspension (and where the original scope and value of works has drastically reduced due to revised needs, however same design can be used), fees will be payable as follows:

- g) Fees for Stages 1 to 4 for original scope will be remunerated on the percentage of normal fees tendered for the service rendered on the original scope, as explained above (a-c),
- h) In accordance with continuation of project, remuneration for stage 1 to 4 will only be applicable to new scope of work, in which case fees will be based on an hourly basis.
- i) Fees will be remunerated on an hourly basis for the amendments of the Bills of Quantities for the new scope / re-evaluation of tenders, etc.
- j) The hourly rates payable will be in accordance with C2.1.3.5, subject to the submission of time sheets in accordance with C2.1.2.5.
- k) All consultants must obtain written confirmation, with regards to the scope of services required for stages 1 to 4 work on the new scope, from the Project Manager prior to commencing with the work.
- l) Fees will be remunerated in accordance with the percentage of normal fees tendered and applying the applicable Tariff of Fees (C2.1.3.1), for stages 5 and 6 based on the final account value of the new scope.

The Employer may elect to terminate the services of the Service Provider in accordance with Clause 8.4 of the Service Contract or elect to retain and / or suspend the Services of the Service Provider in accordance with Clause 8.5 of the Service Contract.

C2.1.3.9.3 Remuneration when Construction Contracts are Cancelled resulting in Completion Contracts  
When the Construction Contract is cancelled during the construction period by either the Employer or the Contractor, the following will apply:

Original contract

- a) Fees will be remunerated based on the percentage of normal fees tendered and applying the applicable Tariff of Fees (C2.1.3.1), based on 100% of the net amount of the accepted tender, excluding provisional sums, for Stages 1 to 4. Provisional sums will only be considered if the final scope has been established and quotations approved.
- b) Fees for stages 5 and 6 will be based on 100% of the final account value of the cancelled contract.
- c) Fees can only be claimed for stages where services were rendered.

Completion contract

- d) In accordance with completion contracts, remuneration for Stages 1 to 4 will only be applicable to new scope of work, in which case fees will be based on an hourly basis.
- e) Fees can only be claimed for stages where services were rendered.
- f) Fees will be remunerated on an hourly basis for the compilation of the Bills of Quantities and Tender Documentation for the Completion Contract.



- g) The hourly rates payable will be in accordance with C2.1.3.5 subject to submission of time sheets in accordance with C2.1.2.5.
- h) All consultants must obtain written confirmation, with regards to the scope of services required for Stages 1 to 4 work on the Completion Contract, from the Project Manager prior to commencing with the work.
- i) Fees will be remunerated based on the percentage of normal fees tendered and applying the applicable Tariff of Fees (C2.1.3.1), based on 100% of the final account value of the when the contract is terminated during Stages 5 or 6.

The employer may elect not to retain the services of the Service Provider in accordance with Clause 8.4 of the Contract upon which C1.2.2, Clause 5.8 of the Contract Data shall apply or elect to retain and /or suspend the services of the Service Provider in accordance with Clause 8.5 of the Service Contract,

- C2.1.3.9.4 Interim payments for Stage 5  
Interim payments for Stage 5 will be allowed as defined in C2.1.3.9 above. One third of the fees for Stage 5.
- C2.1.3.9.5 Interim payments for work stage 6  
Interim payments for work stage 6 will be allowed only when an acceptable and complete final account for the Project, or any separate identifiable phase of the Project, has been received by the Departmental Project Manager (T1.1.4) provided that the relevant fee shall be subject to a factor of 80%.
- C2.1.3.10 Fees claimable on a time basis shall be claimed by submitting time sheets in accordance with Clause C2.1.2.5

#### **C2.1.4 Time-based fees**

- C2.1.4.1 Fees for work done under a time-based fee  
Where time-based fees are payable (if basis of remuneration has been set at "time basis" according to C2.1.1.1), the various rates per hour tendered for the various levels in C2.2.3.4 Activity Schedule for Time-based Fees and the principles as laid down below will be used. These various rates will annually be adjusted for inflation as determined by Clause 3.16.2 of the Contract, as amended in the Contract Data in C1.2.2. The time-based rates applicable at the time of the execution of the work, may be claimed. The rates payable will be as follows:
  - a) The various rates time charges for this service as tendered under C2.2.3.4 Activity Schedule, will annually be adjusted for inflation (C1.2.2 - 3.16.2 [CD]) for the full duration of the Service Contract Period (C1.2.2- 3.15.1 [CD]).
  - b) Where the number of hours allowed for in the activity schedule is exceeded whilst within the original Service Contract Period (C1.2.2 - 3.15.1 [CD]) as determined by Clause 3.16.2, of the Contract, as amended in C1.2.2 [CD], the Service Provider is remunerated in accordance with C2.1.4.1 (a).
  - c) Time charges for work done in excess of the original Service Contract Period (C1.2.2- 3.15.1 [CD]), will be calculated in accordance with Clause C2.1.3.5.1.
  - d) Where the Activity Schedule did not make provision for rendering services at an hourly rate, the hourly rate payable will be calculated in accordance with C2.1.3.5.1.
  - e) Fees claimable on an hourly basis is subject to submitting time sheets in accordance with C2.1.2.5.

- C2.1.4.2 The various various levels (referred to in C2.2.3.4 Activity Schedule for Time-based Fees) are the levels referred to in categories A to D below.

To determine the time-based fee rates, the professional and technical staff concerned are divided into:-

Category A: Expert professional registered architect

in respect of a private consulting practice in architecture, shall mean a top practitioner whose expertise and relevant experience is nationally or internationally recognized and who provides advice at a level of specialization where such advice is recognized as that of an expert.

Category B: Principals

where level of expertise and relevant experience is commensurate with the position, performs work of a conceptual nature in architectural design and development, provides strategic guidance in planning and executing a project and/or carries responsibility for quality management pertaining to a project.

Category C: Registered professional architect

in respect of a private consulting practice in architecture, shall mean all salaried professional staff with adequate expertise and relevant experience performing work of a relevant professional nature and who carry the direct technical responsibility for one or more specific activities related to a project. A person referred to in level A and/or B above may also fall into this level if such a person performs work of a relevant professional nature at this level.

Category D: Other technical Personnel

in respect of a private consulting practice in architecture, shall mean all other salaried technical staff with adequate expertise and relevant experience performing work of a relevant professional nature with direction and control provided by any person contemplated in levels A, B or C above.

Hourly rates calculated in accordance with all the above shall be deemed to include overheads and charges in respect of time expended by clerical Personnel which shall, therefore, not be chargeable separately.

- C2.1.4.3 Work will be remunerated for at the category level in which it falls as defined in C2.1.4.2 above, irrespective of whether the person who in fact had executed the work functions at a higher category of responsibility and competence.

- C2.1.4.4 Remuneration upon Suspension or Cancellation of the Project prior to commencement of the Construction Project.

In the event of the project being suspended or cancelled prior to the commencement of the construction, the fees claimable on a time-basis by the Service Provider will be determined as follows:

The hourly rate for proven time spent (time sheets) on providing professional services on the project, plus cost of all re-imbursements till date of suspension or cancelation of the Project, irrespective during which phase of the project life cycle prior to commencement of construction, the project is suspended or cancelled.

- C2.1.4.5 If the Activity Schedule did not make provision for rendering services on an hourly rate the hourly rate payable will be calculated in accordance with Clause C2.1.3.5.1.

- C2.1.4.6 Fees claimable on an hourly basis is subject to submitting time sheets in accordance with C2.1.2.5.

#### **C2.1.5 Set off**

The Employer reserves the right to set off against any amount payable to the Service Provider, any sum which is owing by the Service Provider to the Employer in respect of this or any other departmental project.

#### **C2.1.6 Typing, printing and duplicating work and forwarding charges**

The Provisional amount allowed for in the activity schedule is the total sum of Typing and Duplicating, Drawing Duplication and Forwarding Charges (C2.1.6.1 to C2.1.6.4), which is adjustable (Remeasurable). Reimbursable rates for typing, printing and duplicating work and forwarding charges will be paid in full.

Where an allowance was made in the Activity Schedule by way of inserting a provisional amount and any increases are required, the adjustment will constitute a contractual obligation in accordance with the NDPWI Project Management Delegations to be reimbursed in accordance C2.1.6.1 to C2.1.6.4. Where no allowance was made in the Activity Schedule for reimbursing travelling time charges will a constitute a variation order in accordance with the NDPWI Project Management Delegations. Both instances are subject to C2.1.3.2 (d) to (f).

##### **C2.1.6.1 Reimbursable rates**

The costs of typing, printing and duplicating work in connection with the documentation which must of necessity be done, except those which must in accordance with the relevant Manual or other instructions be provided free of charge, shall be reimbursable at rates applicable at the time of the execution of such work. The document "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable on the Employer's Website: <http://www.publicworks.gov.za> under "Documents"; "Consultants Guidelines"; item 1.

##### **C2.1.6.2 Typing and duplicating**

If the Service Provider cannot undertake the work himself, he may have it done by another Service Provider which specialises in this type of work and he shall be paid the actual costs incurred upon submission of statements and receipts which have been endorsed by him confirming that the tariff is the most economical for the locality concerned.

If the Service Provider undertakes the work himself, he shall be paid in respect of actual expenses incurred subject to the maximum tariffs per A4 sheet as set out in Table 1 in the "Rates for Reimbursable Expenses".

Typing and duplicating expenses shall only be refunded in respect of the final copies of the following documents namely formal reports, formal soil investigation reports, specifications, feasibility reports, bills of quantities, material lists, minutes of site meetings and final accounts. The cost of printed hard covers shall only be paid in respect of documents which will be made available to the public such as bills of quantities and specifications or where provision of hard covers is specifically approved.

The typing of correspondence, appendices and covering letters are deemed to be included in the value-based fees and time-based fees paid.

All Provisional amounts allowed for in the activity schedule are adjustable as a contractual obligation in accordance with the NDPWI Project Management Delegations.

##### **C2.1.6.3 Drawing duplication**

- (a) For drawing duplication, the standard rate as set out in Table 2 in the "Rates for Reimbursable Expenses" may be claimed **or** may be claimed according to the provisions as in (b) or (c) below.
- (b) If the Service Provider undertakes the duplication of drawings, using his own duplication equipment, he shall be paid the actual cost incurred on condition that it is not higher than the lowest of three quotations of local firms doing drawing duplication in his locality. Such quotations must accompany his account.

- (c) If the Service Provider does not undertake his own drawing duplication, he shall be paid the lowest of three quotations of local firms doing plan printing in his locality. Such quotations must accompany his account.
- (d) Should there not be three firms doing drawing duplication in his locality, it must be mentioned on his account and the available quotation(s) must then accompany the account.

(The cost of providing all polyester negative prints required to form part of the original set of drawings, as-built drawings including computer assisted drawing records for all facets/disciplines involved in the project are included in the tendered fees and will not be reimbursed separately.)

#### C2.1.6.4 Forwarding charges

- (a) Only the charges in respect of the forwarding of parcels by courier or air freight on special request by the Employer will be refunded, provided that such charges will not be refunded if the request had been made as a result of a delay caused by the Service Provider.
- (b) The cost of postage, facsimile transmissions, telephone calls, e-mails, etc, is deemed to be included in the Value-Based Fees and time-based fees paid.

#### C2.1.7 Travelling and subsistence arrangements and tariffs of charges

Traveling and substance quantities in accordance with number of trips are adjustable and is a contractual obligation in accordance with the NDPWI Project Management Delegations where allowed for in the Activity Schedule whereby the Departmental Project Manager (T1.1.4) must obtain approval, approval of the additional funds and confirm in writing to the Service Provider prior to undertaking the additional trips and / or applying the adjusted rates (C2.1.3.2 (d) to (f)).

When the Service Provider is requested in writing by or obtained prior approval in writing from the Employer to attend specific meetings at any of the Employer's offices or any extraordinary meetings on site or elsewhere, he will be remunerated according to the provisions under C2.1.7.1 to C2.1.7.5 herein.

##### C2.1.7.1 General

As the tariffs referred to hereunder are adjusted from time to time, accounts must be calculated at the tariff applicable at the time of the expenditure.

Where journeys and resultant costs are in the Employer's opinion related to a Service Provider's malperformance or failure, in accordance with this Contract, to properly document or co-ordinate the work or to manage the Contract, no claims for such costs will be considered.

Reimbursement of traveling expense charges in accordance with Traveling Time (C2.1.7.2) Traveling Costs (C2.1.7.3), Subsistence Allowance (C2.1.7.5) and Toll Road fees (C2.1.7.6) will be as described below:

- a) Traveling expense charges for this service as tendered under C2.2.2.4 or C2.2.3.4 in the Activity Schedule, will annually be adjusted for inflation (C1.2.2 - 3.16.2 [CD]) for the full duration of the Service Contract Period (C1.2.2 - 3.15.1 [CD]).
- b) In the event of the number of trips allowed for in Table A under C2.2.2.4 or C2.2.3.4 in the Activity Schedule be exceeded whilst within the Service Contract Period (C1.2.2 - 3.15.1 [CD]), the Service Provider will be reimbursed in accordance with C2.1.7.1 (a).
- c) In the event of a variation in the Service Contract Period (C1.2.2 - 3.15.1 [CD]) irrespective whether allowance was made in the Activity Schedule or if no allowance was made in the activity schedule for reimbursing traveling expense charges, the Service Provider will be reimbursed in accordance with the "Rates for Reimbursable Expenses" as amended from time to time and referred to below, is obtainable from the Departmental Project Manager (T1.1.4) or on the Department's Website: <http://www.publicworks.gov.za/consultantsdocs.html>, subject to C2.1.3.2 (d) to (f).

- d) Where allowance was made in the Activity Schedule to price travelling expense charges will constitute a contractual obligation in accordance with the NDPWI Project Management Delegations to be reimbursed. Where no allowance was made in the Activity Schedule for reimbursing travelling expense charges will constitute variation order in accordance with the NDPWI Project Management Delegations. Any increase in the required cost in both instances is subject to C2.1.3.2 (d) to (f).

#### C2.1.7.2 Travelling time

Travelling time will be fully reimbursed. No travelling time will be paid in respect of journeys to DPWI Head Office or the office of the Departmental Project Manager (T1.1.4) without prior approval in writing.

#### C 2.1.7.3 Traveling costs

The most economical mode of transport is to be used taking into account the cost of transport, subsistence and time. Accounts not rendered in accordance herewith may be reduced to an amount determined by the Employer.

Travelling costs will be refunded for the full distance covered per return trip measured from the office of the Service Provider appointed. Travelling expenses are reimbursable at rates applicable at the time of the actual execution of the specific service and incurring the cost in accordance with C2.1.7.1 (a) to (d).

Compensation for the use of private motor transport will be in accordance with the Government tariff for the relevant engine swept volume, up to a maximum of 3000 cubic centimetres, prescribed from time to time and as set out in Table 3 in the "Rates for Reimbursable Expenses" when C2.1.7.1 (c) is applicable.

#### C2.1.7.4 Hired vehicles

In cases where use is made of hired vehicles, the most economical sized vehicle available is to be used but compensation shall nevertheless be restricted to the cost of a hired car not exceeding a capacity of 1300 cc. Where use of a special vehicle is essential (e.g. four track or minibus to accommodate more people), prior approval in writing must be obtained from the Departmental Project Manager (T1.1.4).

#### C2.1.7.5 Subsistence allowance

Subsistence expenses are reimbursable at rates applicable at the time of the actual date of execution of the specific service and incurring the cost in accordance with C2.1.7.1 (a) to (d).

Should the daily tariff as set out in Table 4 be inadequate, substantiated actual costs plus a special daily allowance as shown in Table 5 for incidental expenses, may be claimed. It must be noted that claims may only be according to Table 4 or Table 5 in the "Rates for Reimbursable Expenses". Accommodation should be limited to the equivalent of a three-star hotel and no alcoholic beverages or entertainment costs may be claimed for.

Only actual costs are payable in respect of absence from office of less than 24 hours.

#### C2.1.7.6 Toll road fees

Toll road fees will be fully reimbursed. No toll road fees will be paid in respect of journeys to DPWI Head Office or the office of the Departmental Project Manager (T1.1.4) without prior approval in writing.

No claims for toll road fees will be entertained where allowance was made to price toll road fees in the activity schedule but was not priced by the Service Provider.

- C2.1.8 Appointment of Specialist Consultants and / or Service Providers (Provisional Amounts)  
Provisional amounts allowed for in the activity schedule are adjustable as a contractual obligation in accordance with the NDPWI Project Management Delegations.

The provisional amounts allowed for in the Activity Schedule will be reimbursed as follows:

- a) Where provision was made for in the Activity Schedule for the Service Provider to appoint a specialist consultant and / or a service provider to perform the required services, he shall be paid the lowest of three quotations as approved by the Departmental Project Manager (T1.1.4), and be paid the surcharge fee based on the percentage tendered in the Activity Schedule. Additional funds required will constitute a contractual obligation in accordance with the NDPWI Project Management Delegations.

Or

- b) If the Service Provider has the in-house specialist and or capability to render such service, the Service Provider will be remunerated at the hourly rate tendered in the Activity Schedule for Additional Services.

C2.1.7.9 Supplementary Services

When applicable, the Service Provider will be remunerated at an hourly rate as tendered for administration in accordance with time spent in liaising, coordinating, sourcing and verification of documents submitted including related meetings pertaining to and submitting reports as required to the following Targeted Procurement and Contract Participation Goals applicable to the Construction Project which shall include but not be limited to: SMME contract participation, EPWP and NYS labour reporting, the use of Local Material and Content, the cidb B.U.I.L.D. Programme and any other Contract Participation Goals applicable to the construction project. The hourly rate will be adjusted in accordance with Clause 3.16.1 of the cidb Standard Professional Service Contract and Clause 3.16.2 of the Contract Data. The Service Provider will be reimbursed in accordance with C2.1.3.5 subject to submitting time sheets as described in Clause C2.1.2.5.



## C2.2 Activity Schedule

C2.2.1 Architectural Services, as defined in the C3 Scope of Services are required. The activity schedule below lists the normal services as defined in the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees (Annexure B), Clause 3 and as further defined in C3 Scope of Services, as well as additional services as defined in C3 Scope of Services, of this document.

Adjustment of Tariff of Fees, rates tendered and provisional sum allowances:

The applicable Tariff of Fees and / or rates tendered, and provisional sums allowed for in the activity schedule will be adjusted as a contractual obligation in accordance with the NDPWI Project Management Delegations where provision was made in the activity schedule, subject to approval in accordance with C2.1.3.2:

Adjustable Items	Clause reference
1. Applicable Tariff of Fees	C2.1.3.2
2. All Hourly Rates Tendered	C2.1.3.5
3. Provisional Sum allowed for Typing, Duplicating and Forwarding Charges	C2.1.6
4. All Traveling Disbursements Tendered	C2.1.7
5. All Provisional Sums allowed for Specialist Consultants	C2.1.8

C2.2.2 Activity Schedule for Value-Based Fees **applicable** to this tender and this project.

C2.2.2.1 The tender submitted shall be based on the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees. The tenderer must make provision for all activities necessary for the execution of the service as set out in Scope of Services (C 3) hereof.

C2.2.2.2 The estimated normal fees for full services have been calculated in the following manner:

- The estimated cost of the works is defined in the Activity Schedule (C2.2.2.4, column (a)). Allowance has been made for inclusions and exclusions (Clauses 25, 26 and 27 of the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees, including applicable additional services specified in C2.1.3.7 and in C3.3.3. An exclusion value (%) of 15% for a Repairs and Renovations Project, was allowed for tendering purposes only. The Service Provider to make additional allowances when tendering should the Service Provider deem the exclusion value (%) allowed to be either too low or too high.
- The basic fees (primary and secondary fee) for estimated normal services is based on the estimated cost of the works [C2.2.2.2 (a)], in accordance with **Table A.1 for Low Complexity** of the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees.
- Apply applicable increase/decrease factors applicable to the portions of work to the Basic Fees [C2.2.2.2 (b)] as described in 5.4 the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees [Estimated normal fees].

C2.2.2.3 The tenderer shall make provision for all activities necessary for the execution of the service as set out in C3 Scope of Services specified hereof when tendering the percentage of normal fees.

The percentage of normal fees and fees for normal services tendered to be calculated as follows:

- The normal fees for full services shall be based on the estimated cost of the works as indicated in [C2.2.2.4, Column (a) - Sub-total 1 – Estimated cost of the works]. An exclusion value (%) of 15% for a Repairs and Renovations Project, was allowed, for tendering purposes only. The Service Provider to make additional allowances when tendering should the Service Provider deem the exclusion value (%) to be either too low or too high, by adjusting the percentage of normal fees tendered. The final exclusion value is subject to the final cost of the works. The

percentage of normal fees tendered will not be adjusted if the exclusion value (%) either increases or decreases.

- b) Determine the basic fees (primary and secondary fees) based on the cost of the works C2.2.2.3 (a) [Sub-total 1], derived from **Table A.1 for Low Complexity** as indicated in the Activity Schedule (C2.2.2.4) and described in the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees. [Sub-total 2].
- c) Apply the applicable increase/decrease factors in accordance with Clause 5.4 of the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees [Sub-total 3].
- d) Take into account the cost of other additional services specified under C3.3.2 and C3.3.3, which does not increase the cost of the works where fees are deemed to be included in the normal fees [Sub-total 4].
- e) Determine the most financially viable fees required to render full services for the full Service Contract Period (C1.2.2 - 3.15.1 [CD]) in accordance with the scope of work defined in C3 to be offered [Sub-total 5].
- f) Determine the percentage of normal fees tendered by dividing the monetary value derived in C2.2.2.3 (e) [Sub-total 5], with the estimated normal fees in the activity schedule [C2.2.2.4, column (b)], and times by 100 to determine the percentage of normal fees tendered (c) in the activity schedule (C2.2.2.4).
- g) The value-based fees tendered (d), is the sum total of the estimated normal fees (b), multiplied by the percentage of normal fees tendered (c), in the activity schedule (C2.2.2.4).

Note: The percentage of normal fees tendered is the actual percentage of normal fees claimable, which will be applicable to all stages. It is not the percentage discount given, e.g. where the bidder offers a 20% discount, the percentage of normal fees tendered is 80% [C2.2.2.4, Column (c)].

(a) Latest net estimate of the construction cost for the <b>Architectural Works</b> (including all exclusions).	(b) Estimated normal fees calculated according to C2.2.2.2 above	X	(c) Percentage of normal fees tendered by Tenderer	(d) (b)x(c) Financial Offer by Tenderer for Value-based Fees
R100 000 000	R9 769 668,66	X	<b>80%</b>	= R 5 990 878,99 (1)



C2.2.2.4. Activity Schedule for Value-Based Fees

<b>Tenderer's Tender for Value-Based Fees</b>				
<input checked="" type="checkbox"/> Low complexity project	<input type="checkbox"/> Medium complexity project	<input type="checkbox"/> High complexity project		
<b>ACTIVITY SCHEDULE FOR VALUE-BASED FEES</b>				
(Only to be completed if remuneration is stipulated as on a "value basis" in C2.1.1.1 herein)				
<b>Fee for Normal Services inclusive of certain additional services as specified in C2.1.3</b>				
(a) Latest net estimate of the construction cost for the <b>Architectural Works</b> (including all exclusions).	(b) Estimated normal fees calculated in accordance with <b>C2.2.2.2</b> above	X	(c) Percentage of normal fees tendered by Tenderer	(d) (b)x(c)  Financial Offer by Tenderer for Value-based Fees
<b>R29 149 039.53</b>	<b>R2 521 808.26</b>	X	%	= R (1)
<b>Additional Services (C3.3.3)</b>				
Description	Quantity	Unit	Rate	Value
Produce as-built drawings of the existing facilities.	<b>60</b>	hours	R	= R (2)
Any additional services which does not increase the cost of the e Architectural works for calculating fees	<b>50</b>	hours	R	= R (3)
Other additional services: <b>Not applicable</b>	<b>N/A</b>	hours	R	= R 0.00 (4)
<b>Sub-total Additional Services (2+3+4)</b>				= R (5)
<b>Supplementary Services (C2.1.9)</b>				
Administer Targeted Procurement and Contract Participation Goals applicable to the Contractor	<b>30</b>	hours	R	= R (6)
<b>Total Additional and Supplementary Services (5+6)</b>				= R (7)
<b>Appointment of sub-consultant specialists and other costs</b>				
As direct sub-consultant, to be appointed by the Service Provider, for: <b>Social facilitator to assist in sourcing information for the feasibility study for CPGs to be implemented on the project.</b>	Provisional Sum	-	-	= R 200 000.00 (8)

As direct sub-consultant, to be appointed by the Service Provider, for: <b>Not applicable</b>	Provisional Sum	-	-	= R	0.00 (9)
Municipal plan submissions	Provisional Sum	-	-	= R	30 000.00 (10)
Heritage approval application	Provisional Sum	-	-	= R	5 000.00 (11)
Sub-total Sub-consultant Specialists and other costs (8+9+10+11)				= R	235 000.00 (12)
Administration of Sub-consultants Specialists and other costs (12) x % surcharge tendered		%	% tendered	= R	(13)
Total Sub-consultants, Specialists and other costs (12+13)				= R	(14)
Contract Skills Development Goal Cost (Provisional Sum) <b>Not Applicable</b>				= R	0.00 (15)
Total Travelling Disbursements (Table A below)				= R	(16)
Typing, Printing, Duplicating and Forwarding Charges in accordance with C2.1.6 (Provisional Sum)				= R	25 000.00 (17)
Sub-total Discounted fees + Total Additional and Supplementary Services + Total Sub-consultants/ Specialists + Contract Skills Development Goal Cost +Total Travelling Disbursements + Typing, Printing, Duplicating and Forwarding Charges (1+7+14+15+16+17)				= R	(18)
				= R	(19)
				= R	(20)
TOTAL FINANCIAL OFFER FOR VALUE-BASED FEES CARRIED OVER TO C 1.1 FORM OF OFFER AND ACCPETANCE (18+19)					

- NOTE:** 1. Total Financial Offer for Value-Based Fees **must be carried over to C1.1 Form of Offer and Acceptance as per (20) above**, if this tender is for value-based fees. Failure to carry this amount over to the Form of Offer and Acceptance **will render the Bid Non-responsive** as the Form of Offer **must be fully** completed.
2. Time spent on travelling, as well as any other travel related expenses such as travelling costs, subsistence allowance and accommodation is deemed to be included in the Traveling Disbursements per return trip to site per **(16)** above **derived from Tables A and B** below.
3. Bidder to provide detailed breakdown of Travelling Disbursements per return trip to site from place of business in **Tables A and B** below:

**Table A: Summary of Disbursements Tendered**

Item	Description	Rate	X	Factor	X	No. of trips	Total (if not applicable insert "NA")
1.	Traveling cost by car	Per Km R	X	Kms per Trip	X	<b>80</b>	R
2.	Travelling Time as per Clause C2.1.7.2	Per Hour R	X	Hours per Trip	X	<b>80</b>	R
3.	Subsistence			Per return trip R	X	<b>80</b>	R
4.	Toll road fees			Per return trip R	X	<b>80</b>	R
5.	<b>Other disbursements tendered in Table B below by the tenderer, Item 8:</b>						R
6.	<b>Total disbursement carried over to Activity Schedule, Item (16)</b>						R

**Table B** only to be completed should the service provider's office be located in a different province and/or the service provider has to travel by air and/or stay over due to the vast distance between the service provider's office and the construction site, in order to attend site visits and meetings (Attach separate sheet if necessary). Any claim by the service provider in absence of rates will not be entertained except if approved by the Departmental Project Manager (T1.1.4) prior to incurring the cost.

**Table B: Other Disbursements (Attach separate sheet if necessary)**

Item	Description	Rate	X	Qty	Total (if not applicable insert "NA")
1.	Travelling by Air (per return trip)	R	X	<b>80</b>	R
2.	Car Rental (per return trip)	R	X	<b>80</b>	R
3.	Accommodation	R	X	<b>80</b>	R

4.		R	X		R
5.		R	X		R
6.		R	X		R
7.		R	X		R
8.	<b>Total carried over to Table A, Item 5</b>				R

4. The Employer reserves the right to request the bidder to balance the Activity Schedule without altering the total tender amount. Failure to balance the Activity Schedule realistically and amicably or refusal by the bidder to balance the Activity Schedule will render the Bid unacceptable and a risk to the Employer, and will therefore be excluded from further consideration (C2.1: Tender data Clause 6.4: PHASE 4: ACCEPTABILITY IN RESPECT OF RISK TO THE EMPLOYER- 6.4.2 Commercial risks)

5. **Contract Skills Development Goal is not applicable to this project (15).**

#### **C2.2.3.4 Activity Schedule for Time-based Fees is not applicable to this tender .**

## C3 SCOPE OF SERVICES

### C3.1 Employer's objectives

A Service Provider performing architectural work on a **building project and also act as Principal Agent**.

### C3.2 Description of the Services

#### C3.2.1 Services

The following architectural Services are required:

**Standard services for work stages 1 to 6 and act as Principal Agent and additional services as specified under C3.3.2 and 3.3.3**, as further defined hereafter in C3.3 Extent of Services as well as in the 2023 NDPWI - Scope of Architectural Services and Tariff of Fees.

Should there be any discrepancies between this Tender Document and other departmental documentation, the former shall take precedence.

#### C3.2.2 Project description

Complete repairs and renovations to all buildings to the Storms River SA Polices Stations consisting of guard hut, CSC building, court building, store rooms and garage, cell block, generator room, flammable store, free standing board room old stone building (heritage), free standing ablution, water treatment plant, borehole pump house, officer commanding dwelling and outbuilding and single quarters, and singles quarters which includes two old stone building (heritage).

##### C3.2.2.1 Scope

General maintenance, repainting and replacement of roofs, windows, doors, ceilings, floor coverings, sanitary ware, electrical wiring and fittings, air conditioners including fences, concrete hard stands, walkways and replacement of water-, sewer and storm water infrastructure. An additional conservancy will be constructed and one lean-to roof for public waiting area.

##### C3.2.2.2 Location of the Project

Storms River SA Police Station, 14 Darnell Street, Eastern Cape Province, South Africa, 6308  
LATITUDE: -33.97407 LONGITUDE: 23.8889

##### C3.2.2.3 Project Cost Estimate

The current total construction cost estimate is R41 901 744.32, excluding pre-and post-tender escalation and including VAT (R36 436 299.41, excluding VAT) .

The cost estimate for Architectural work is R33 521 395.46, excluding pre-and post-tender escalation and including any exclusions and inclusions, additional services in accordance with clause C3.3.3 and VAT (R 29 149 039.53, excluding VAT).

##### C3.2.2.4 Project Programme

The programme for the execution of the project is dependent on the various approval processes within the Department and a programme with specific time frames can therefore not be provided at tender stage since it will depend on the time frames required by the consultants for completion of the design and documentation based on the final scope of work, as well as approval processes within the Department and other legislative bodies from whom approvals may be required. The final programme will be in accordance with the approved programme in accordance with Clause 3.15 of the Standard Professional Services Contract and Clause 3.15.1 of the Contract Data. The following table depicts provisional project milestone dates envisaged for tendering purposes only:

Project Milestones	Anticipated Date
--------------------	------------------



Appointment and Briefing of Design Consultants	27-Jan-25
Preliminary design report and Concept Design Submission Date	22-Apr-25
Preliminary design report and Concept Design Approval Date	27-May-25
Sketch Plan Submission date (Bills of Quantities to be submitted on R&R projects and Elemental Estimate on New Construction projects)	26-Sep-25
Sketch Plan Approval Date	10-Oct-25
Final Design Report, Working Drawings, Specifications, Finishing Schedules and Bills of Quantities Submission Date	31-Oct-25
Final Design Report, Working Drawings, Specifications, Finishing Schedules and Bills of Quantities and Bills of Quantities Form and Format Approval	14-Nov-25
Planning Completion Date	28-Nov-25
Confirmation of funds by Client	28-Nov-25
Advertise Bids for construction	23-Jan-26
Closing of Bids for construction	17-Feb-26
Adjudication of Bids and Bid award for construction	24-Apr-26
Site handover	30-Apr-26
Anticipated Practical Completion 14 month construction period + 2 months for anticipated Extension of Time)	30-Aug-27
Anticipated Works Completion	30-Oct-27
Anticipated Final Completion (After 12 month defect liability period)	30-Oct-28

C3.2.2.5 Information available from Employer  
No as-built drawings of existing structures nor the infrastructure is available. As-built drawings of the existing structures and services are to be produced by the respective disciplines as part of their appointment. Note that two buildings to be renovated are heritage buildings (Stone Construction).

C3.2.2.6 Other Contracts on Site  
No other contracts will be implemented concurrently with this contract

C3.2.2.7 Reporting Requirements and Approval Procedure  
Reporting requirements are as follow but not limited to: Monthly planning progress report, Preliminary Design Report; Sketch Plan Submission, Final Design Report, Signing off of final design report. No additions and /or omissions may be implemented without the necessary approval from the project manager in writing. Monthly progress reports during construction to be submitted.

#### C3.2.2.8 Labour-Intensive Works:

Trades / workgroups to be designated as labour-intensive work is **applicable** to this project.

Labour-intensive works envisaged to be incorporated in this project include the following:

- Water supply, sewer and storm water pipe laying including trenches.
- Trenching for electrical Cables
- Replacement of perimeter fences
- Trimming down trees and bush clearance using small plant and machinery
- Any other items deemed suitable for LI works.

When applicable, the design and implementation of the construction/maintenance works must be in accordance with the latest version (download at [www.epwp.gov.za](http://www.epwp.gov.za)) of the Guidelines for the Implementation of the Labour-Intensive Projects under the Expanded Public Works & Infrastructure Programme (EPWP) published by the Department of Public Works & Infrastructure. The Service Provider must sign the undertaking (Appendix E of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works & Infrastructure Programme (EPWP)) confirming they have complied with EPWP requirements at design and implementation stages.



When applicable the Service Provider will render the services listed below where on an Engineering project, the Principal Engineer and on a Multi-disciplinary project, the Quantity Surveyor. No additional fees will be paid as it is deemed to form be part of normal services when indicated as being “applicable”.

The additional services listed below are not applicable to this appointment.

- a) Labour-intensive works when applicable, to be indicated with a “LI” in the Bills of Quantities descriptions.
- b) The Service Provider shall, for monitoring purposes, verify information and keep monthly records as received from the Contractor and transmit to the Departmental Project Manager (T1.1.4) via the Principal Agent, data on the following indicators with regard to the Project:
  - Project budget and planned output according to EPWP requirements;
  - Actual Project Expenditure and actual output according to EPWP requirements;
  - Planned and achieved labour intensity;
  - Number of work opportunities created;
  - Demographics of workers employed (disaggregated by women, youth and persons with disabilities);
  - Wage rate earned on project;
  - Number of person-days of employment created;
  - Copies of Identity documents of workers;
  - Number of persons who have attended training including the nature and duration of training provided;
  - Assets created, rehabilitated or maintained in accordance with indicators in the EPWP M & E Framework;
  - Services provided or delivered in accordance with indicators in the EPWP M & E Framework
- c) The values for the indicators shall be submitted to the Departmental Project Manager (T1.1.4) according to agreed time frames on the prescribed reporting template (from the EPWP Unit in the Department of Public Works & Infrastructure) and obtainable from [www.epwp.gov.za](http://www.epwp.gov.za).
- d) The Service Provider shall, before certifying a Service Provider’s (Contractor’s) payment certificate, ensure that the Service Provider has submitted labour information in a format and timeframe specified by the Employer. If the information submitted by the Service Provider is inadequate the Service Provider shall not submit the payment certificate to the Departmental Project Manager (T1.1.4) for payment of the relevant outputs.
- (e) The Service Provider shall certify that the works have been completed in accordance with the requirements of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works & Infrastructure Programme (EPWP) and the Contract:
  - whenever a payment certificate is presented to the Employer for payment; and
  - immediately after the issuing of a practical completion certificate that signifies that the whole of the works has reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding.

### **C3.3 Extent of the Services**

The specific architectural Services required on this Project and referred to in C3.2 above, entails the following for:-

#### **C3.3.1 Full services (Clause 3, Tariff of Fees)**

Unless otherwise stated, duties will cover the full field of architectural functions.

- |              |   |
|--------------|---|
| Clause 3.2.1 | Stage 1 – Inception   |
| Clause 3.2.2 | Stage 2 – Concept and viability (Concept design)                |
| Clause 3.2.3 | Stage 3 – Design Development                                    |
| Clause 3.2.4 | Stage 4 - Documentation and Procurement                         |
| Clause 3.2.5 | Stage 5 – Construction (Contract Administration and Inspection) |

Clause 3.2.6 Stage 6 - Close-Out, Completion of all architectural services.

Specific exclusions form normal services are as listed below:

- Not Applicable

C3.3.2 Other Additional Services carrying additional fees

C3.3.2.1 Specific Additional Services pertaining to all Stages of the Project: **Applicable**

The following additional services pertaining to architectural services are included and must be allowed for in pricing for normal fees:

- Any minor architectural inputs over and above normal services that may arise from the Repairs and Renovations to the buildings that increases the cost of the Architectural Works.

The cost of providing additional services as specified in C3.3.3 shall be deemed to be included in the value-based fee percentage of normal fees tendered for normal services, unless specified in separately in the Activity Schedule. No separate payment shall be made for the additional services specified in C3.3.3.

Refer to C2.1.3.5.1 in Pricing Data for additional services carrying additional fees which has not been specified under C3.3.3.

C3.3.2.2 Provision of site personnel (Clerk of Works): **Not Required**

The cost of personnel rendering standard services in accordance with the applicable Tariff of Fees (C2.1.3.1) are deemed to be included in the normal fees tendered (C1.1).

The provision of a part-time or full-time Clerk of Works is **not required**, whom will be appointed in the following manner:

- a) The appointment of a Clerk of Works will be done by way of inviting a minimum of three quotations, conducting interviews and appointing a Clerk of Works whom is most suitably qualified and experienced, suitable for the Project. The quotation shall be all inclusive of monthly salary, accommodation, meals, cell phones, including rental and call charges, and transport.

Or

- b) Should the Service Provider have the in-house capacity to provide Clerk of Works services, the appointed Quantity Surveyor will invite the quotations for the appointment of the Clerk of Works. The competence and experience of the tenderer's proposed site personnel shall be an integral part of the Employer's decision to accept the appointment of in-house personnel.

On acceptance of the quotation for the appointment of an in-house Clerk of Works by the Employer, the Service Provider shall not be permitted to offer alternative core personnel unless such alternative offer is as a result of a *bona fide* unforeseen circumstance. In such an event, the Employer shall only accept alternative personnel possessing at least similar qualifications and experience to those persons proposed in the quotation.

The Employer shall be entitled to instruct the Service Provider to remove from the Works any person employed by the Service Provider on or about the execution of the Works who, in the opinion of the Employer, misconducts himself or is incompetent or negligent in the proper performance of his duties, or whose presence on site is otherwise considered by the Employer, on reasonable grounds, to be undesirable.



Where a Clerk of Works is required the following provisions will be made by in the bill of quantities, where the Contractor shall provide the following for the appointed Clerk of works:

Provision and maintenance of a site office building, all related services and supply of office furniture will be made under the Works Contract. The Contractor shall however provide all office equipment and incidentals required for carrying out administration, supervision and inspection of the Works and shall include:

- i. All safety equipment for the Clerk of Works in accordance with the OHS requirements (e.g. safety jackets, boots, etc).
- ii. All equipment including copier rental, fax machine, consumables, stationary, digital camera, etc.
- iii. All necessary computer hardware, software, printers and modems and associated consumables, and
- iv. Any other items necessary for the capture of all relevant data required for administrating the contract and reporting to the Employer. One landline, including rental and call costs for work related office to fax usage shall be provided through the Works Contract.

C3.3.2.3 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993):

The Employer shall appoint a Service Provider under a separate contract as its "agent" as contemplated in the Construction Regulations to the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The Service Provider under this contract shall however make provision for the incorporation of the Occupational Health and Safety specifications, compiled by others, in the tender documentation.

It is a firm requirement that in the designs, planning and supervision of the execution of the work done under the contract resulting from this tender, all applicable regulations and stipulations under OH&SA, (Act 85 of 1993) including regulations and codes of practice etc., are complied with and that the final product shall be in full compliance with said legislation, standards, etc.

Furthermore, the Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under OH&SA, (Act 85 of 1993).

C3.3.2.4 Quality Assurance System is **not required** on this project

C3.3.2.5 Lead Consulting Architect is **not required** on this project.

C3.3.2.6 Acting as Principal Agent of the Client in accordance with C3.6.1: **Applicable**

Should this appointment be to also act as principal agent, over and above those as architects, the duties will *inter alia* include:

- receiving of instructions from the Departmental Project Manager (T1.1.4) and distributing to the relevant parties;
- co-ordinating of consultants;
- compiling and updating the planning programme;
- co-ordinating and arranging site meetings and inspections;
- liaising with client department only if specifically, so instructed;
- close liaising and co-operating with the Departmental Project Manager (T1.1.4);
- furnishing of monthly project reports;
- issuing of written instructions;
- receiving notices according to the building contract;

- issuing of monthly interim payment certificates, final payment certificates for practical and final completion;
- making recommendations in respect of the extension of the building contract period and periods where penalties are applicable;
- ensuring that all final accounts will be corrected and handed in on time;
- administering of and supervising the building contract in accordance with the requirements, where applicable, as set out in Manual for Private Architects PW 147, Section E; and
- other duties not listed above but which could reasonably be expected of a principal agent as well as those listed in the applicable Published Tariff of Fees .

**C3.3.2.7 Environmental Impact Assessment is required on this project**

The appointed Civil Engineer is required to lodge an application on behalf of the Employer in compliance with the Environmental Impact Assessment Regulations: Regulations 1182 and 1183 of the Environmental Conservation Act, 1989 (Act 73 of 1989) for the proposed construction of the project. The appointed Engineer is furthermore required to compile a specification in consultation with the Architect, setting out the minimum requirements regarding the Environmental Management Plan (EMP) for the construction process, evaluate and approve the Service Providers EMP, and monitor his adherence thereto.

**C3.3.2.8 Labour-Intensive Works applicable to architectural works:**

Trades / workgroups to be designated as labour-intensive work is **applicable** to this project.

Labour-intensive works envisaged to be incorporated in this project include the following:

- a) Water supply, sewer and storm water pipe laying including trenches.
- b) Trenching for electrical Cables
- c) Replacement of perimeter fences
- d) Trimming down trees and bush clearance using small plant and machinery
- e) Any other items deemed suitable for LI works.

When applicable:

The design and implementation of the construction/maintenance works must be in accordance with the latest version (download at [www.epwp.gov.za](http://www.epwp.gov.za)) of the Guidelines for the Implementation of the Labour-Intensive Projects under the Expanded Public Works & Infrastructure Programme (EPWP) published by the Department of Public Works & Infrastructure. The Service Provider must sign the undertaking (Appendix E of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works & Infrastructure Programme (EPWP)) confirming they have complied with EPWP requirements at design and implementation stages.

On multi-disciplinary projects the appointed quantity surveyor or on engineering projects the engineer shall perform the following services:

- a) Labour-intensive works when applicable, to be indicated with a “LI” in the Bills of Quantities descriptions.
- b) The Service Provider shall, for monitoring purposes, verify information and keep monthly records as received from the Contractor and transmit to the Employer via the Principal Agent, data on the following indicators with regard to the Project:
  - Project budget and planned output according to EPWP requirements;
  - Actual Project Expenditure and actual output according to EPWP requirements;
  - Planned and achieved labour intensity;
  - Number of work opportunities created;
  - Demographics of workers employed (disaggregated by women, youth and persons with disabilities);
  - Wage rate earned on project;
  - Number of person-days of employment created;
  - Copies of Identity documents of workers;

- Number of persons who have attended training including the nature and duration of training provided;
  - Assets created, rehabilitated or maintained in accordance with indicators in the EPWP M & E Framework;
  - Services provided or delivered in accordance with indicators in the EPWP M & E Framework
- c) The values for the indicators shall be submitted to the Employer according to agreed time frames on the prescribed reporting template (from the EPWP Unit in the Department of Public Works & Infrastructure) and obtainable from [www.epwp.gov.za](http://www.epwp.gov.za).
- d) The Service Provider shall, before certifying a Service Provider's (Contractor's) payment certificate, ensure that the Service Provider has submitted labour information in a format and timeframe specified by the Employer. If the information submitted by the Service Provider is inadequate the Service Provider shall not submit the payment certificate to the Employer for payment of the relevant outputs.
- e) The Service Provider shall certify that the works have been completed in accordance with the requirements of the Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works & Infrastructure Programme (EPWP) and the Contract:
- whenever a payment certificate is presented to the Departmental Project Manager (T1.1.4) for payment; and
  - immediately after the issuing of a practical completion certificate that signifies that the whole of the works has reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding.

#### C3.3.3 Additional Services (Other)

The Employer may order duties that fall outside the scope of the project as tendered. Such additional duties may involve, but not limited to:

- a) Additional design requirements not increasing the cost of the works after Sketch Plan approval
- b) Evaluation of alternative tenders
- c) Additional investigations during the Defects and Liability Period
- d) Diverse other services

Changing specifications and/or substituting materials for whatever reason does not constitute an additional service, but part of the design process.

The Service Provider shall be remunerated in accordance with C2.1.3.6.7(c iii) subject to the approval in accordance with C2.1.3.2 (e to g) prior to executing the additional services.

#### C3.4 Standard Departmental Documents

The Service Provider must refer to and comply with the following standard departmental documentation:

- "Manual for Private Architects" (PW 147)
- "Construction Works: Specification" (PW 371 –A; PW 371 –B)
- "Directives on the Management of Heritage Assets"
- "Appropriate Development of Infrastructure on Dolomite: Manual for Consultants" (PW 344)
- "Sketch Plan Committee Manual"
- "CDA As-Built Requirements"

The above is available from the following website:

<http://www.publicworks.gov.za/consultantsdocs.html>

### C3.5 Use of reasonable skill and care

It will be expected of the Service Provider to apply reasonable skills and due diligence in the execution of the duties stipulated in this document which shall include *inter alia* the following:

Although the Service Provider's documents may be scrutinised by the Employer, this shall in no way relieve him of his professional responsibility for the proper and prompt execution of his duties. The Employer shall also be entitled to have any documentation or calculations verified by Others. In the event of mal performance, default or negligence, the Employer shall have the right to claim compensation or damages and set off such against any amount payable.

During assessment of any existing facilities, which may have a direct bearing on the Project, the Service Provider shall determine deficiencies with such facilities in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the SANS 10400, etc. and recommend measures to rectify those during the project execution phase.

The Departmental Project Manager (T1.1.4) shall be notified by the Service Provider and his personnel of any transgression, including *inter alia* the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and environmental legislation during the Service Provider's operation pertaining to the Contract regardless of who may be involved.

### C3.6 Co-operation with other services providers

It will be required of the Service Provider to co-operate with the following:

#### C3.6.1 Service Providers

Service Providers from the following professions are/will be appointed on the Project to form the professional team, as indicated with an ☒:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Architects           | <input checked="" type="checkbox"/> Social Facilitator  |
| <input checked="" type="checkbox"/> Quantity Surveyors   | <input type="checkbox"/> Landscape Architect  |
| <input checked="" type="checkbox"/> Structural Engineers | <input type="checkbox"/> Construction Project Managers  |
| <input checked="" type="checkbox"/> Civil Engineers      | <input checked="" type="checkbox"/> Health and Safety Agent i.t.o. Construction Regulations OHS Act |
| <input checked="" type="checkbox"/> Electrical Engineers | <input type="checkbox"/> Other: specify other or insert "N/A",                                      |
| <input checked="" type="checkbox"/> Mechanical Engineers | <input type="checkbox"/> Other: specify other or insert "N/A",                                      |

and other Service Providers as may from time to time be deemed necessary.

The above-mentioned **Architect** will act as principal agent.

The required professional Services will be executed by the professional team under the control and management of the designated Departmental Project Manager (T1.1.4) who, at the time of invitation to perform professional Services, will be the person mentioned in T1.1.4. The Employer reserves the right to replace the mentioned Departmental Project Manager (T1.1.4) with another member of its staff or any individual/firm from the private sector should it be deemed necessary at any stage during the execution of the Project.

#### C3.6.2 Occupational Health and Safety Act, 1993 (Act 85 of 1993)

The Employer shall appoint a Service Provider under a separate contract as its "agent" as contemplated in the Construction Regulations in the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The Service Provider under this Contract shall however make provision for the incorporation of the Occupational Health and Safety specifications, compiled by others, in the tender documentation, if applicable.



It is a firm requirement that in the designs, planning and supervision of the execution of the work done under this contract resulting from this tender, all applicable regulations and stipulations under the Occupational Health and Safety Act, 1993 (Act 85 of 1993) including regulations and codes of practice, etc. are complied with and that the final product shall be in full compliance with said legislation, standards, etc.

Furthermore, the Service Provider shall be fully responsible for the compliance of his operation, equipment as well as staff and persons under his supervision on site whether by invitation, instruction or otherwise and regardless of the capacity, purpose and relationship of any such persons to the appointment, to all aspects of all applicable regulations and stipulations under the act.

**C3.6.3 Other role players**

Local, provincial and national authorities, statutory bodies, governmental departments, Others, as may be required from time to time, including the client department/end user(s).

**C3.7 Brief**

**C3.7.1 Target dates and times**

The Service Provider will be expected throughout to give preference to the execution of the work involved in this commission.

The work of all Service Providers will be co-ordinated by the principal agent. All work is to be performed by the persons listed as Key Persons and persons under their supervision and further be executed as described in the Programme according to Clause 3.15 of the Contract Data (and/or PEP according to the same Clause, if applicable).

During the construction phase of the Project it will be expected of the principal agent to obtain a construction programme from the main contractor, to continuously monitor his progress against that programme for compliance and to take whichever steps have been described in the relevant manual and the Working Guideline for Project Managers. This should be done in collaboration with the rest of the professional team, should the progress not be according to the said programme.

The Quantity Surveyor shall prepare the final account in consultation with the Employer and issue the final account to the contractor within sixty (60) working days from the date of Practical Completion. Late completion of final account will result in penalties being applied per calendar day, as tabled under Clause 3.12 of the Contract Data.

**C3.7.2 Reporting requirements**

Notwithstanding any other requirements as listed elsewhere, the Service Provider shall submit a monthly report indicating progress of the Services.

**C3.7.3 Local content**

It is the policy of the Employer to give preference to materials and equipment of South African manufacture. The Service Provider is to ensure that, wherever feasible, designs are based on locally manufactured equipment and materials which can meet requirements at competitive prices.

**C3.7.4 Design innovation**

Given the need for energy efficiency and environmental sustainability in the built environment, each member of the professional team is required, wherever possible and applicable, to demonstrate design innovation in all aspects of the Service towards "green" design solutions. Aspects to be considered and incorporated in all new building and/or maintenance designs are, *inter alia* but not limited to,

(a) sustainable development

e.g. in building form, material choice, construction detailing and methods, recycling ability;

(b) energy efficiency

e.g.

(i) passive design methods towards energy conservation and consumption: building orientation, exploitation of nature's inherent energy sources),

(ii) energy efficient solutions and installations for lighting, ventilation, cooling, heating, etc. (e.g. energy efficient light fittings),

- (iii) alternative or renewable energy sources where practical/feasible/economical;
- (c) water conservation/saving/re-use methods; and
- (d) environmental friendliness (e.g. respect for natural habitat, blending of building with site/environment/surrounding fabric, positioning of buildings, consideration of neighbouring sites' access to sun, wind, view, etc.).

**C3.7.5 Final disposal of documents**

Upon approval and finalisation of the final account of projects requiring a security clearance, it is a requirement that the Service Provider forward to the Employer all documents relating to this service. The same may also be requested on projects not requiring a security clearance.

**C3.8 Reference data**

**C3.8.1 Space norms**

Space norms **are not applicable** on this service.

The space norms of the Department of Public Works, space norms as may be published in the government gazette, norms determined by the Employer, when applicable to this/these Project(s), are the norms as set hereunder and shall not be exceeded without prior written approval. Any re-planning resulting from the norms as set, being exceeded, shall be for the Service Provider's account.

The professional team must apply cost control and submit elemental estimates at each stage, reduced to a common date. The Service Provider must set appropriate procedures in place with the other members of the professional team to ensure compliance in this regard.

Space must be controlled and reconciled with the approved norm(s). All planning units are to be provided and if not, this must be pointed out.

The Employer must, at least at completion of each work stage, be provided by the principal agent with certificates which specify that the space norms are not being exceeded, before the next stage may be proceeded with.

**The space norm(s) is/are not applicable** on this service.

- (a) SPACE NORM(S):

ASM/GSM \_\_\_\_\_ m<sup>2</sup>

**C3.9 Applicable legislation and standards**

This section applies to legislation emanating from national and provincial governments as well as that of any local authorities in whose area of jurisdiction the subject of the appointment falls and which has a bearing on the activities and facilities under this appointment.

All the applicable legislation, which do not specifically allow discretion in respect of compliance by the State, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary. (Refer *inter alia* to Section 41 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)).

Should any applicable legislation allow discretion in respect of compliance by the State, it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the appointed professional team by the Departmental Project Manager (T1.1.4).

The Service Provider undertakes to ensure that his actions and outcome thereof including, but not limited to, the facilities to be affected by the Service shall be in accordance with all relevant legislation and upon delivery, will function as required by said relevant legislation. The Service





Provider's actions and the outcome thereof will in no way be detrimental to the health and safety of the occupants or persons present therein or in the vicinity thereof. Similarly it must not be detrimental to any aspects of the environment in its structure or operation if operated as specified in operation manual(s). The relevant legislation meant herein, as amended, consist of *inter alia* the following, but not limited to:

- Architectural Profession Act, 2000 (Act 44 of 2000);
- Atmospheric Pollution Prevention Act, 1965 (Act 45 of 1965);
- Construction Industry Development Board Act, 2000 (Act 38 of 2000);
- Council for the Built Environment Act, 2000 (Act 43 of 2000);
- Electricity Act, 1987 (Act 41 of 1987);
- Environmental Conservation Act, 1989 (Act 73 of 1989);
- Fire Brigade Services Act, 1987 (Act 99 of 1987);
- Local Government Municipal Systems Act, 2000 (Act 32 of 2000), municipal by-laws and any special requirements of the local service supply authority;
- National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);
- National Environmental Management Act, 1998 (Act 107 of 1998);
- National Heritage Resources Act, 1999 (Act 25 of 1999);
- National Water Act, 1998 (Act 36 of 1998);
- Occupational Health and Safety Act, 1993 (Act 85 of 1993);
- Telecommunications Act, 1996 (Act 103 of 1996);
- Water Services Act, 1997 (Act 108 of 1997) and general authorizations;
- the latest issue of SANS 10142: "Code of Practice for the Wiring of Premises";
- the Regulations of the local Gas Board, where applicable and
- all regulations promulgated under the above Acts.

Although the more salient legislation has been referred to above, the *onus* remains on the Service Provider to adhere to, and apply, any and all Acts and/or Regulations not specifically mentioned in the list above but which will have an effect on the Project.

This will be a continuous process throughout the appointment, which will manifest itself during the following phases:

- development of plans and documentation;
- supervision of any Service Provider under the appointment;
- ensuring compliance of the end product;
- compiling and issuing of Instruction/Operational Manuals indicating *inter alia* what the legal and safety requirements entail for the user(s)/operator(s) of the facilities;
- providing instruction to the intended users/operators.

The Service Provider accepts full and complete responsibility (both contractually and/or in delict) regarding compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) for his acts and omissions as well as those of his employees and indemnifies the Employer against any legal action in this regard.

The Service Provider undertakes to ensure that the requirements of the Occupational Health and Safety Act, 1993 will similarly apply to the agreement with any sub service providers inclusive of indemnifying the Employer against any legal action regarding the actions and/or omissions by them.

### **C3.10 Access to land/buildings/sites**

Access to the land/buildings/sites shall be negotiated in consultation with the Departmental Project Manager (T1.1.4).

### **C3.11 Software application for programming**

The Service Provider must avail himself of software to be used in the Project documentation for compatibility with other Service Providers as well as the Employer. Specific requirements for compatibility are specified in the relevant manuals.

**C3.12 Security clearance**

It is an explicit condition of this agreement that partners, directors and/or the members of staff who will have insight into the planning of projects requiring security clearance, be kept to a minimum and that such persons will not object to being submitted to a security clearance, if the Employer so requires.

If the latter is applicable, the necessary forms will accompany this tender or be provided to the Service Provider at any stage thereafter. These forms must be completed, if attached, and returned with the tender. It is important to furnish information which is complete in every respect.

Should the authority responsible for the clearance, for security reasons not be satisfied with the classification obtained of any of the staff members of the Service Provider, it will be a further condition of this appointment that none of such staff members be involved with any aspect of the Project.

All documents pertaining to these projects must be stored in a safe place when not in use so as to ensure that the level of security of the projects is maintained.

The Employer will not accept liability for any costs in this regard.

FINGER PRINTS (except Defence projects)

Persons of whom security clearance is required can obtain a finger print form SAP 91(a) from any police station. Kindly ensure that the police official responsible for taking the finger prints certifies the form since non-certification will result in the form being unacceptable.

**C3.13 Forms for contract administration**

All forms required during contract administration, called PRM forms, are available on the Employer's website at <http://www.publicworks.gov.za/> under "Documents"; "Consultants Guidelines"; item 14. The agreement and conditions of contract to be entered into with the main Service Provider shall be the most recent version of the JBCC, if it is a multi-disciplinary contract, or GCC, if it is an engineering contract, or the NEC suite of contracts, or the FIDIC suite of contracts, or any other form of contract **as approved and in use by the National Department of Public Works & Infrastructure**.

**C3.14 Condition to accept unregistered persons with suitable built environment qualifications on secondment**

It is an express term of the contract that the Service Provider, after award of tender, accept unregistered, suitably qualified (built environment) persons in his office for the purpose of exposing the latter to the full extent of professional work, or as may be required according to specific circumstances, in order to gain experience which can be presented to the relevant Council for consideration towards professional registration. The secondment of such unregistered persons will be negotiated with the Service Provider in accordance with numbers, periods of training and extent of professional work opportunity to be afforded. The conditions of secondment will be the subject of a separate Memorandum of Understanding with the Service Provider which will serve as an annexure hereto. Any secondment arrangements will cease upon the professional registration of the seconded person or as agreed on and so included in the aforesaid Memorandum of Understanding. The responsibility for salaries of seconded persons will remain with the Employer, but responsibility for operational expenses, necessary for the execution of the work, will vest with the Service Provider, all of which will be dealt with in the Memorandum of Understanding.

**C3.15 Submission of Accrual Reports**

The Service Provider shall submit accrual reports to the client representative at the end of March and September each year for the duration of the Service Contract period from the date of appointment up to and including project closeout. This is to ensure that PMTE complies with the accounting framework GRAP, which requires that PMTE disclose all its accruals as at the end of each reporting date.





**C3.16 Submission of monthly Project Execution Plans (PEP)**

The Principle Agent will submit monthly an updated Project Execution Plans (PEP) in accordance with DPWI standard proforma, on a date as agreed with the Departmental Project Manager (T1.1.4).

**C3.17 Contract Skills Development Goal**

The Contract Skills Development Goal is **not applicable** to this project.

## **C4: SITE INFORMATION**

### **C4.1: Site Information**

(Refer to C3.2.2.5 above.)



# Annexure A

## SCB-01: SPECIAL CONDITIONS OF BID

## **SCB-01: SPECIAL CONDITIONS OF BID**

### **1 INTERPRETATION**

- 1.1 The word "Bidder" in these conditions shall mean and include any firm of Contractors, Services Providers or any company or body incorporated or unincorporated or any other legal entities.
- 1.2 The word "Department" in these conditions shall mean the DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
- 1.3 Any reference to words "Bid" or "bidder" herein and or any other documentation shall be construed to have the meaning as the words "Tender" or Tenderer".

### **2 PRECEDENCE**

- 2.1. If any other condition (bid rule) in the bid document is in contradiction with the "Special Conditions of Bid" the "Special Conditions of Bid" will take preference.
- 2.2. The "Special Conditions of Bid" can only be amended by an official addendum before the closing date of the bid.

### **3 GENERAL BID RULES**

- 3.1. "Written" or "in writing" means hand-written in non-erasable ink or any form of electronic or digital writing and or a combination thereof.
- 3.2. The digital and or electronic completion and signing of documents is permitted.
- 3.3. A bidder participates in this bid process entirely at its own risk and cost.
- 3.4. The Department may accept or reject any bid offer or may cancel the bid process (or reject all bid offers at any time) prior to award, due to the following:
  - 3.4.1. due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;
  - 3.4.2. funds are no longer available to cover the total envisaged expenditure;
  - 3.4.3. no acceptable tender is received;
  - 3.4.4. there is a material irregularity in the tender process; or
  - 3.4.5. there is material change in the scope of works.
- 3.5. The Department shall not accept or incur any liability for such cancellation or rejection or acceptance, but will give written reasons for such action upon receiving a written request to do so.
- 3.6. Completed bid documents in a sealed envelope, endorsed with the relevant bid number, bid description and the closing, must be deposited in the bid box as indicated in the bid document.
- 3.7. Bidders must ensure that bids submitted via courier services are deposited by the courier service in the Departmental Bid box, prior to the closing date and time. The Department will not accept responsibility for any bids, which are not timeously deposited in the Bid Box.
- 3.8. A Bid will be treated as a late bid, if it is not received in the bid box. The Department will not accept responsibility for any late depositing of bids or for the non-depositing of bids in the bid box, which are as a result from an act committed or omitted by an official. This is not limited to the following cases:
  - 3.8.1. A Bidder handed over its bid to a departmental official or to the security services personnel timeously, but they omit to deposit the bid in the bid box on or before the closing date and time.
  - 3.8.2. If a courier service delivers the bid to a departmental official or to the security services personnel timeously and it is not deposited in the bid box timeously.
  - 3.8.3. The bid documents were sent through mail / Post Office and it is not timely collected and or timely deposited in the Departmental Bid Box.
- 3.9. Bids received after the closing date and time will not be accepted for consideration and where practical, be returned unopened to the Bidder(s).
- 3.10. Bidders who are not registered on the CSD, must register on the CSD within 7 working days, if requested to do so. No award letters or purchase orders or contracts will be signed, with a bidder not registered on the CSD.
- 3.11. The Department will download the following documents, to verify the information submitted by bidders:
  - 3.11.1. CSD registration certificate (if the bidder is registered in the CSD)
  - 3.11.2. CIPC registration
  - 3.11.3. CIDB registration
- 3.12. Bidders are not allowed to recruit or shall not attempt to recruit an employee of the Department for purposes of preparation of the bid or for the duration of the execution of this contract or any part thereof.

#### **4 AMBIGUITIES/ CONTRADICTIONS / OMISSIONS**

- 4.1. If a bidder becomes aware of any ambiguities or contradictions or omissions in the bid document or the specifications, drawings or descriptions or functionality or quality, or any part of the bid document, this should be clarified with the Department, at least five (5) working days before the closing time stated in the tender data.
- 4.2. If the Department found, after the closing date of the bid, that there is an ambiguity/ contradiction or omission in the bid document, the Department reserves the right to:
  - 4.2.1. If the ambiguity or contradiction or omission in the bid document is of an administrative nature, request bidders to correct any non-compliances caused by the ambiguity or contradiction or omission or
  - 4.2.2. If the ambiguity or contradiction or omission is immaterial, proceed to finalise the procurement process and notify the delegated authority in the submission of the ambiguity or contradiction or omission for the consideration of the approving authority or
  - 4.2.3. Cancel the bid and process

#### **5 PERIOD OF VALIDITY FOR BIDS AFTER CLOSING DATE**

- 5.1 All Bids must remain valid from the closing date for a period as stipulated in the bid document.
- 5.2 The Department reserves the right to request for the validity extensions of bids, should it be deemed necessary. The following conditions will apply when the Department request for a validity extension of a bid:
  - 5.2.1 The request for a validity extension will be done while the validity period of the bids is still valid.
  - 5.2.2 Bidders have the right to refuse the extension of the validity period of their bids.
  - 5.2.3 If a request for validity extensions are send to bidders while the validity period of the bids is still valid, non-replying to the request for validity extension before the expiry date will be deemed a tacit agreement to the extension of the validity period. The Department will communicate with the affected bidders to confirm such tacit agreement.
  - 5.2.4 Should the bidder not agree with the tacit agreement, the bidder shall be deemed to be non-responsive and not considered for further evaluation.
  - 5.2.5 If a bidder(s) refused a validity extension, it will be deemed that the bidder(s) had withdrawn their bids from the bidding process. The Department reserves the right to continue with its bid evaluation and adjudication of the remaining bids and finalise the process.

#### **6 BRAND NAMES**

- 6.1 Wherever a brand name is specified in this bid document (i.e. in the specifications, pricing schedule or bill of quantities or anywhere in this document), the department's requirement is not limited to the specified brand name, but requires an item similar/equivalent or better than specified.

#### **7 CONTRACTUAL PRICE ADJUSTMENTS**

- 7.1 The Bid will not be subjected to any price escalation, unless specified otherwise in the bid documents.

#### **8 AUTHORITY TO SIGN BID DOCUMENTS**

- 8.1 No authority to sign (PA 15.1: Resolution of Board of Directors) is required from an enterprise which has only one director or is a sole ownership.
- 8.2 In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence should be submitted with the bid at the closing time, that the Bid has been signed by a person properly authorised by resolution of the directors or under the articles of the entity. For that purpose, forms PA-15.1-15.3 (Resolution of Board of Directors) are included in the bid document for completion by the relevant Board(s) of Directors
- 8.3 The department further accepts that, in the absence of a PA 15.1: Resolution of Board of Directors, any director or any member of the enterprise may have the authority to bind the enterprise. Therefore, the following will apply when only one director or one member of the enterprise signed the bid documents:
  - 8.3.1 The signature of any one of the directors or any one of the members of the enterprise will bind the enterprise and all the directors/ members of the enterprise. This condition will therefore render the bid valid; and

- 8.3.2 The Department will verify the authority to sign (if deemed necessary) and where possible, may request proof of such authority of the relevant director or relevant member to act on behalf of the enterprise in the form of a “Resolution of the Board of Directors”, if such “, (PA 15.1: Resolution of Board of Directors)”, was not submitted with the bid or was not completed or was incorrectly completed,
- 8.4 In the case of a sub-contractor agreement, a joint venture or consortia, the signing of the sub-contractor agreement, or Joint Venture or Consortia agreement by any director or member of each of the parties to the agreement, will render the sub-contractor agreement or Joint Venture or Consortia agreement valid. Therefore:
- 8.4.1 The Department reserves the right to request from each party to the sub-contractor agreement or Joint Venture or Consortia” agreement, proof of such authority of the relevant director or relevant member to act on behalf of the enterprise(s), in the form of a “Resolution of the Board of Directors”, if it was not submitted with the bid or was not completed or was incorrectly completed,
- 8.5 In the event that a non-member or non-director to the enterprise(s) sign the bid documents and or sign a joint venture or consortia agreement, an “Authority to sign” issued by a director of the enterprise(s) or by the Board of Directors of the enterprise(s) must be submitted with the bid at the closing date. Failure to comply with this requirement at the closing date of the bid, will invalidate the bid submitted.

## **9 CONTRACT PERIOD**

- 9.1 The contract period is stipulated in the Contract Data or the specifications.
- 9.2 The construction period for Infrastructure works, will commence from the date of site handover.

## **10 NEGOTIATION WITH THE IDENTIFIED PREFERRED BIDDER**

- 10.1 The Bid will be awarded to the bidder who scores the highest PPPFA number of points:
- 10.1.1 However, should an offer not be market related, the Department reserves the right to negotiate with bidders a reasonable market price /offer?

## **11 AWARD OF CONTRACTS TO TENDERERS NOT SCORING HIGHEST POINTS**

- 11.1 The Department reserves the right to award the bid to a tenderer not scoring the highest points, after having applied an objective criterion or a risk assessment criterion, if such (i.e. the objective criteria/ risk assessment) is specified in the bid document.

## **12 TAX COMPLIANCE**

- 12.1 No tender shall be awarded to a bidder who is non-tax -compliant.
- 12.2 All bidders’ tax matters must be in order prior to award.
- 12.3 Bidders’ tax matters will be verified through CSD.
- 12.4 If the recommended bidder’s tax status is non-compliant, the recommended bidder must submit written proof from SARS of their tax compliant status or submit written proof that they have arranged with SARS to meet their outstanding tax obligations.
- 12.5 The recommended bidder will be given a maximum of seven (7) working days to correct their tax compliance status.
- 12.6 Failure to comply within seven (7) working days, from the date of the request, the Department will reject the bid submitted by the bidder.

## **13 REGISTRATION AS A VAT-VENDOR**

- 13.1 Non-VAT vendors do not have to include VAT in their bid prices.
- 13.2 Non-VAT vendors who submit bids for contracts that would, if successful, take their annual turnover above the threshold of R1 million, must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with the South African Revenue Service (SARS) as VAT vendors.
- 13.3 The award of contract would be conditional (for Non-VAT vendors who included VAT in their prices) conditional pending the successful bidder submitting proof of registration as VAT vendor with SARS within 21 days of award.
- 13.4 Failure to comply within 21 days after being notified to do so will lead to the automatic withdrawal of the “provisional letter of award” and elimination of the bidder’s offer.
- 13.5 VAT vendors must include VAT in their bid prices and failure to comply will lead to an automatic elimination of the bidder’s offer.

- 13.6 In all other instances, where bidders have excluded VAT from the prices quoted, if the bidder is successful, the letter of award will clearly state that the price at which the contract is awarded is exclusive of VAT and that VAT will not be added on at any stage after the contract has been signed.
- 13.7 If a Non-VAT vendor/ bidder is contracted with the Department with a price which is Excluded Vat, and it becomes a VAT vendor after award or alternatively becomes a VAT vendor due to a cumulative number of awards, the bidder will have to absorb the adverse financial implications of not including VAT in their price quoted. VAT cannot be claimed from the Department for any payments already made or from any future payments.

#### 14 CERTIFICATION OF DOCUMENTS

- 14.1 Where so required in the bid documents, bidders are required to submit copies, which are certified as a "true copy of the original".
- 14.2 If a bidder submitted an uncertified copy of an original document, or an original copy which is not correctly certified, the bidder will be afforded an opportunity to correct such non-compliance within a minimum period of 48 hour.
- 14.3 All bidders' whose copies complies with the minimum requirements above, will be "deemed in order" and will be subjected for consideration in further evaluation processes, even if the Department did not request any corrections.
- ~~14.4 No submissions of new or alternative documents or certified copies of new or alternative documents will be allowed after the bid closing date.~~
- ~~14.5 The Department will not accept a copy of a previously certified document and will not provide any bidder an opportunity to correct such a non-compliance.~~

#### 15 REQUIREMENTS FOR A VALID BBEE CERTIFICATES AND SWORN AFFIDAVITS

- 15.1 A valid B-BBEE Certificate is a B-BBEE Certificate which has not expired at the closing date of the bid.
- 15.2 A "Sworn Affidavit" must comply with the following minimum requirements at the closing date, to be considered valid. If the submitted "Sworn Affidavit" does not comply with the minimum requirements below, the bidder will not be given an opportunity to correct it:
- 15.2.1 The "Sworn Affidavit" must not be expired at the closing date.
- 15.2.2 The BBEE Level Contributor must be indicated (ticked)
- 15.2.3 The "Sworn Affidavit" must be signed and dated by the bidder (Deponent).
- 15.2.4 The "Sworn Affidavit" submitted must be signed and stamped by the "Commissioner of Oath".
- 15.2.5 The "latest financial year-end" field must not be left blank.
- 15.2.5.1 The latest "financial year-end date" cannot be a future date.
- 15.2.5.2 If only the year is indicated (it is not in the format: day/month/year), the Department will validate the financial year-end (day/month) from CIPC or deal with any clarity seeking matter/ confirmation as an administrative matter.
- 15.3 In respect of "Sworn Affidavits" of the Construction sector, Property Sector, the field (block) where the bidder must confirm its financial information (i.e. Net Assets or Annual Turnover) must be completed (ticked) and must not be left blank or not ticked.
- 15.4 The Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.
- 15.5 The Department will seek the following clarity matters in respect of the Sworn Affidavits (should it be deemed necessary) and upon request, the bidder will be given a minimum of five (5) working days to respond to the Department:
- 15.5.1 If the bidder did not select/circle/ticked "Member/ Director/ Owner" where so required. The Department will communicate with such affected the bidder in writing.
- 15.5.2 If a bidder did not select/ circle/ ticked the required field "Financial Statements/ Management Accounts/ Audited Financial Statements" where so required. The Department will communicate with such affected the bidder in writing.
- 15.5.3 If only the year is indicated (it is not in the format: day/month/year), the Department will validate the financial year-end (day/month) on CIPC or against any other submitted document or will seek clarity / confirmation from the bidder and deal with it as an administrative matter.
- 15.5.4 If the financial year-end indicated in the sworn affidavit is not at the end of the month or it is not the correct month when validated on CIPC or against any other submitted documents,

the Department will enquire from the affected bidder to indicate its correct latest financial year end in the format (day/month/year) and:

15.5.4.1 If the “day” indicated on the submitted affidavit is wrong, but the month and year is correct, the bidder’s affidavit will be “deemed valid” and it will be evaluated.

15.5.4.2 If the “month” indicated on the submitted affidavit is wrong, the bidder’s affidavit will be considered invalid.

- 15.6 The Department will deal with all other matters, which is not listed under the minimum requirements as reflected above, as administrative matters, should it be deemed necessary.
- 15.7 For all sectors (example the construction sector, the property Sector and or any sector), a “Sworn Affidavit” issued in accordance with the relevant sector must be used. All the minimum requirements applicable to “valid sworn affidavits” as per this “Special Conditions of Bid” will apply.

## **16 AWARDING OF POINTS FOR SPECIFIC GOALS (PA-16)**

- 16.1 In accordance with the PPPFA regulations 2022, bidders will not be eliminated if they do not submit a BBBEE – certificate or a “valid sworn affidavits”. The bidder will not be scored for points, but will be evaluated further.
- 16.2 For a bidder to be awarded points for specific goals as per the bid, the bidder must submit proof as specified in the bid document with the bid at the closing date and time.
- 16.3 The requirements of a valid BBBEE-Certificate and or “Sworn Affidavit” as specified in the Special Conditions of Tender applies.
- 16.4 Parties in an unincorporated joint venture must submit its own consolidated B-BBEE certificate, which has not expired at the closing date of the bid.
- 16.5 If a bidder submits with the bid at the closing date the required proof for specific goals, as specified in the bid document, but the proof is not certified or is certified incorrectly, the bidder will be given a minimum of 48 hours to submit a copy which is correctly certified. The copy maybe certified after the closing date of the bid. The copies maybe certified after the closing date of the bid.
- 16.6 Non-submission of the PA-16 form or non-completion the PA-16 form or an incomplete PA-16 form, is not an elimination criterion.
- 16.7 If a bidder submits at the closing date of the bid a valid proof as specified in the bid document, but the bidder’s PA 16 is not signed or dated or witnessed or it is not properly completed, or its not completed or submitted or did not claim points, the bidder will be given a minimum of 48 hours to submit or correctly complete its PA 16.
- 16.8 All bidders’ whose submitted proof as specified in the bid document and it complies with the minimum requirements above, will be “deemed in order” and will be subjected for consideration in further evaluation, even if the Department did not request any corrections/ certifications.
- 16.9 No submissions of alternative proof for specific goals as specified in the bid document will be allowed after the bid closing date.
- 16.10 Bidders who failed to submit the required proof for points for specific goals, will not be scored for the relevant specific goal(s), but there offers will still be evaluated further.

## **17 BIDDER’S DISCLOSURE/ BIDDER’S DECLARATION (PA - 11)**

- 17.1 The Department will afford a bidder an opportunity to correct its PA-11 form, if the bidder omitted to sign or to complete or to properly complete this form.
- 17.2 A bidder’s offer maybe eliminated if the bidder’s declaration is proven false during the bid evaluation process.

## **18 FORM OF OFFER AND ACCEPTANCE**

- 18.1 The tender amount in words takes precedence, where there is a discrepancy between the amount in figures, and the amount in words will govern.
- 18.2 The successful bidder will be required to balance its rates prior signing of a contract.
- 18.3 If the tenderer makes an obvious grammatical error in the amount of words, the wording will be compared to all the submitted comparative figures (i.e. the amount in figures on the submitted “Form of Offer and Acceptance” and the amount stipulated in the bills of quantities or the final summary page, or activity schedule or pricing schedule) and if deemed the same:
- 18.3.1 The tenderer’s offer will not be disqualified.
- 18.3.2 The tenderer can be requested to correct the error and ratify its “Form of Offer and Acceptance”.
- 18.4 If there is no amount in words, the amount in figures on the submitted “Form of Offer and Acceptance” will be compared to all the submitted comparative figures (i.e. the amount stipulated in



the submitted bills of quantities or the final summary page or the activity schedule, or the pricing schedule) and if deemed the same:

- 18.4.1 The tenderer's offer will not be disqualified.
- 18.4.2 The tenderer can be requested to correct the omission of the amount in words and ratify its "Form of Offer and Acceptance".
- 18.5 In addition to the above, the form of Offer and Acceptance, must at the closing date of the bid, comply with the following minimum criteria:
  - 18.5.1 It must be signed by an authorised person of the Bidder;
  - 18.5.2 The Surname with Initials/ Name of the authorised person must be clearly indicated;
  - 18.5.3 The date on the form of offer must be completed;
  - 18.5.4 The name of the bidder/ legal entity must be clearly indicated.
- 18.6 If both the "amount in words" and the "amount in figures" is not completed, the bid will not be considered further.

## 19 CORRECTION OF ERRORS

- 19.1 Only the authorised signatory to the tender should initial corrections in the tender document.
- 19.2 All corrections must be in non-erasable ink and the use of correcting fluid (tippex) is prohibited.
- 19.3 In the event that a correction is not initialled or the correction is initialled by a person not having the prescribed authority, the Department will:
  - 19.3.1 Seek the necessary clarification from the tenderer and;
  - 19.3.2 If accepting the response from the tenderer, evaluate the bid further and or;
  - 19.3.3 Allow the tenderer to correct/ ratify any noncompliance, where necessary.

## 20 CONDITIONS WITHDRAWN FROM THE GENERAL CONDITIONS OF CONTRACT

- 20.1 N/A

## 21 INCOMPLETE SECTIONS OR SCHEDULES IN BID DOCUMENTS

- 21.1 Bidders' who omitted or incorrectly completed a section(s) or a schedule(s) in the bid document, but have submitted with the bid the required/ specified proof or supportive documents for that particular sections of the document, may be allowed to correct such non-compliance.

## 22 TESTIMONIALS

- 22.1 The word "testimonial" and "reference letter" means the same
- 22.2 Testimonials must be submitted with the bid and must comply with the following minimum requirements to be considered valid:
  - 22.2.1 The testimonials must be signed.
  - 22.2.2 The project must be within the period specified in the bid.
  - 22.2.3 The testimonial's contract period and R- value must be for a single contract and not the sum of various contracts.
  - 22.2.4 The project must have a minimum contract period as specified in the bid.
- 22.3 The testimonial must clearly indicate the contract start date and contract end date/ practical completion date.
  - 22.3.1 The testimonial must indicate the client's name, contact particulars and Email address.
  - 22.3.2 The testimonial must be dated.
  - 22.3.3 The testimonial must be stamped by the client. If the testimonial is not stamped, the Department may still consider the testimonial after the authenticity has been verified by the Department.
- 22.4 In the case of a rates-based contract, the actual expenditure or work certified will be deemed the contract value.
- 22.5 The bidder's performance should be indicated in the testimonial either as (or indicated as a combination of):
  - 22.5.1 An unacceptable performance or
  - 22.5.2 Not unacceptable, but needs Improvement or
  - 22.5.3 A Satisfactory performance or
  - 22.5.4 Above Satisfactory
  - 22.5.5 Excellent performance
- 22.6 If the bidder's performance is not indicated in the testimonial, the Department will be deemed that the bidder's performance was unsatisfactory and will not verify the contrary.
- 22.7 It is the bidder's responsibility to ensure that their references are contactable.



- 22.8 The Departmental will only engage once with the bidder to provide alternative contact numbers to verify the testimonial, if it is not contactable on the Department's first attempt.
- 22.9 If the Department receives no response on the bidder's testimonials, the bidder will be deemed to have performed unsatisfactory work on the relevant project. Also, a "no comment" reply will be deemed as an unsatisfactory performance.
- 22.10 Bidders will not be afforded to submit new testimonials, if their initial references/ testimonials are not responding.
- 22.11 An appointment letter/ award letter and or signed contract are not accepted as a testimonial.
- 22.12 Bidders may use the testimonial template provided in the bid document (if included in the Bid Document) or may use the format of their clients. The testimonial must cover the minimum requirements as specified in these special conditions.

## 23 POINTS FOR SPECIFIC GOALS

- 23.1 To qualify for points for Specific goals, as specified in the "Invitation to Bid" and the "PA-16", bidders must comply with the requirements at the closing date of the bid.
- 23.2 It is the bidder's responsibility to ensure that it submit the correct evidence at the closing date of the bid, for the validation of the points the bidder is claiming.
- 23.3 Bidder's will not be given an opportunity to submit evidence after closing date, if the evidence is not submitted or if incorrect evidence was submitted.

## 24 THE OTHER ADDITIONAL INFORMATION WHICH MAY BE REQUIRED FOR EVALUATION

Criteria	Special Conditions of Bid
a) A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement - CK1
b) A profit company duly registered as a private company. [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in accordance with Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: <ul style="list-style-type: none"> <li>i. Certificate of Incorporation - CM1;</li> <li>ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or</li> <li>iii. Memorandum of Incorporation in the case of a personal liability company.</li> </ul>
c) A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).
d) A profit company duly registered as a public company.	Copy of Certificate of Incorporation - CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e) A non-profit company, incorporated in accordance with Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: <ul style="list-style-type: none"> <li>i. The Founding Statement - CK1; and</li> <li>ii. The Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.</li> </ul>
f) A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: <ul style="list-style-type: none"> <li>i. such natural person/ sole proprietor, or each of the Partners to the Partnership.</li> </ul>
g) A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.

## 25 DISCLAIMER

- 25.1 It is impractical and cumbersome for the Department to communicate with all qualifying bidders to correct/ ratify all eligible matters as articulated in this “Special Conditions of Bid”. The Department therefore reserves the right and discretion, during its evaluation and other administrative processes to:
- 25.1.1 Limit its correspondences for corrections/ ratifications/ clarities to potential higher point scoring bidders only and to
- 25.1.2 Further evaluate any potential qualifying lower scoring bidder(s) as “deemed responsive” or giving points, etc., without requesting the corrections/ ratifications of a matter which is eligible as per the “Special Conditions of Bid”.

– End Special Conditions of Bid –  
(Version: Approved 26 June 2024)



# **Annexure B**

## **2023 NDPWI Scope of Architectural Services and Tariff of Fees**

**National Department of Public Works & Infrastructure  
Scope of Architectural Services and Tariff of Fees  
in respect of services rendered by a person registered  
in accordance with section 19(2) of the Architectural Profession Act,  
2000  
(Act No. 44 of 2000)**

**The commencement date of this document shall be**

**1 March 2023**

This document is hereafter referred to as the  
"2023 NDPWI - Scope of Architectural Services and Tariff of Fees"

## NATIONAL DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

### A Professional Fees for Architects 2023

The definitions of complexity of the project type derived from the SACAP Identification of Work (IDOW) as set out below:

- 1) "Low complexity projects" means simple buildings or groups of buildings in an uncomplicated grouping with low impact on the environment:

These are structures with low performance requirements. Structures of simple utilitarian character, design and detail. The structures are constructed utilizing standard low technology building methods. They require a minimum of mechanical and electrical services or equipment, and basic civil works infrastructure;

- 2) "Medium complexity projects" means buildings or groups of buildings in a relatively uncomplicated grouping with a medium impact on its environs:

These are structures with medium performance requirements. The structures are of average character and design or detail. The structures require non-complex structural and civil works and an average level of mechanical or electrical equipment as could normally be handled by design- supply specialist contractors;

- 3) "High complexity projects" means a building or buildings in a large or complicated grouping with a significant impact on its environs:

These are structures with high performance requirements and demanding a sophisticated level of design and detail content to respond to specialized requirements. Complex buildings will usually incorporate comparatively large or specialised mechanical, electrical and other specialist installations, or be of complex structural or civil design.

Refer to the IDOW for further detail. The Identification of Work was published under gazette 44505 as Board notice 27 of 2021. <https://www.sacapsa.com/services/identification-of-work>

### PROJECT COST-BASED FEE

The project cost-based fee in Tables A.1 to A.3 is based on the full scope of standard services provided.

Table A.1: Low Complexity

Cost Bracket	Value of Works (excl. VAT)		Primary Fee	Plus Secondary Fee	
	From	To		Add %	On Balance Over
	A	B	C	D	E
1	R 1	R 200 000	R 10 230,18	15,81%	R 1
2	R 200 001	R 650 000	R 41 846,10	15,20%	R 200 001
3	R 650 001	R 2 000 000	R 110 217,17	11,21%	R 650 001
4	R 2 000 001	R 4 000 000	R 261 510,57	9,77%	R 2 000 001
5	R 4 000 001	R 6 500 000	R 456 909,51	9,52%	R 4 000 001
6	R 6 500 001	R 13 000 000	R 694 755,35	8,26%	R 6 500 001
7	R 13 000 001	R 40 000 000	R 1 231 500,08	7,99%	R 13 000 001
8	R 40 000 001	R 130 000 000	R 3 387 334,84	7,98%	R 40 000 001
9	R 130 000 001	R 260 000 000	R 10 568 956,99	7,47%	R 130 000 001
10	R 260 000 001	R 520 000 000	R 20 272 787,12	7,29%	R 260 000 001
11	R 520 000 001	R 1 040 000 000	R 39 237 652,49	7,11%	R 520 000 001
12	R 1 040 000 001	-	R 76 203 068,03	6,57%	R 1 040 000 001

Table A.2: Medium Complexity

Cost Bracket	Value of Works (excl. VAT)		Primary Fee	Plus Secondary Fee	
	From	To		Add %	On Balance Over
	A	B		D	E
1	R 1	R 200 000	R 12 240,00	18,91%	R 1
2	R 200 001	R 650 000	R 50 067,17	18,18%	R 200 001
3	R 650 001	R 2 000 000	R 131 870,39	13,41%	R 650 001
4	R 2 000 001	R 4 000 000	R 312 886,84	11,69%	R 2 000 001
5	R 4 000 001	R 6 500 000	R 546 673,78	11,38%	R 4 000 001
6	R 6 500 001	R 13 000 000	R 831 246,74	9,88%	R 6 500 001
7	R 13 000 001	R 40 000 000	R 1 473 440,14	9,56%	R 13 000 001
8	R 40 000 001	R 130 000 000	R 4 052 809,42	9,55%	R 40 000 001
9	R 130 000 001	R 260 000 000	R 12 645 330,47	8,94%	R 130 000 001
10	R 260 000 001	R 520 000 000	R 24 255 571,57	8,73%	R 260 000 001
11	R 520 000 001	R 1 040 000 000	R 46 946 267,55	8,51%	R 520 000 001
12	R 1 040 000 001	-	R 91 173 895,32	7,86%	R 1 040 000 001

Table A.3: High Complexity

Cost Bracket	Value of Works (excl. VAT)		Primary Fee	Plus Secondary Fee	
	From	To		Add %	On Balance Over
	A	B		D	E
1	R 1	R 200 000	R 14 249,82	22,02%	R 1
2	R 200 001	R 650 000	R 58 288,24	21,17%	R 200 001
3	R 650 001	R 2 000 000	R 153 523,63	15,61%	R 650 001
4	R 2 000 001	R 4 000 000	R 364 263,10	13,61%	R 2 000 001
5	R 4 000 001	R 6 500 000	R 636 438,07	13,25%	R 4 000 001
6	R 6 500 001	R 13 000 000	R 967 738,13	11,51%	R 6 500 001
7	R 13 000 001	R 40 000 000	R 1 715 380,21	11,12%	R 13 000 001
8	R 40 000 001	R 130 000 000	R 4 718 284,00	11,12%	R 40 000 001
9	R 130 000 001	R 260 000 000	R 14 721 703,95	10,39%	R 130 000 001
10	R 260 000 001	R 520 000 000	R 28 238 356,02	10,16%	R 260 000 001
11	R 520 000 001	R 1 040 000 000	R 54 654 882,62	9,90%	R 520 000 001
12	R 1 040 000 001	-	R 106 144 722,59	9,16%	R 1 040 000 001

### Method of Fee Calculation:

$$\begin{aligned}
 &\text{Professional Fee} \\
 &= \\
 &\text{Primary Fee (C) for applicable Cost Bracket of Value of Works} \\
 &+ \\
 &\text{Secondary Fee for applicable Cost Bracket of Value of Works} \\
 &\text{Calculated as (Applicable Value of Works minus Column E) x \% in accordance with Column D}
 \end{aligned}$$

**Example:** Fee Calculations – from tables above:

Complexity	Low Complexity	Medium Complexity	High Complexity
<b>Value of Works</b>	R3 000 000	R3 000 000	R3 000 000
<b>Primary Fee</b>	R261 510,57	R312 886,84	R364 263,10
<b>Secondary Fee</b>	(R 3 000 000 - R 2 000 001) x 9.77% R 999 999 x 9.77% R97 699,90	(R 3 000 000 - R 2 000 001) x 11,69% R 999 999 x 11,34% R116 899,88	(R 3 000 000 - R 2 000 001) x 13,61% R 999 999 x 13,48% R136 099,86
<b>Professional Fee</b>	Primary Fee + Secondary Fee R261510,57 + R97699,9 <b>R359 210,47</b>	Primary Fee + Secondary Fee R312886,84 + R116899,88 <b>R421 353,00</b>	Primary Fee + Secondary Fee R364263,1 + R136099,86 <b>R490 539,66</b>

## NATIONAL DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

### **B Architectural Fees Explanatory Document 2023**

#### **1. FEES DESCRIPTION**

- 1.1 Where the words and phrases are highlighted in the text of this 2023 NDPWI - Scope of Architectural Services and Tariff of Fees they shall bear the meaning assigned to them in Clause 28.1 and where such words and phrases are not highlighted they shall bear the meaning consistent with the context.
- 1.2 The Department of Public Works and Infrastructure (Department) appoints architects either from a nomination process or by way of fees tender/bid system. In both cases the specific appointment for and nature of the work shall be as indicated in the **agreement(s)** entered into by Department with the professional entity.
- 1.3 The general guideline for fees based on work performed shall be as indicated below but with the proviso that the appointment documentation may be more specific in certain areas and shall therefore have preference over this document.
- 1.4 Where the appointment is made on value based remuneration, the basic Value-Based Fees as in the applicable table A.1 to A.3 above, shall form the basis for the remuneration of the **architect**. Specific inclusions and exclusions are listed below.
- 1.5 Where the appointment is made on an hourly basis, or a portion of the appointment carries hourly fees, the fee scales for hourly rates, as determined from time to time by the Department and available on the Department's website shall apply, unless different hourly rates were tendered, in which case such rates will apply.
- 1.6 Unless the **agreement** between the Department and the professional entity states differently, disbursements, which are available on the Department's website, will be as determined by the Department from time to time.
- 1.7 The Department appoints architects **registered** as professional architects with **SACAP**. Should the identification of work and/or demarcation of work, as may be gazetted by **SACAP** be accepted by the Department, this document, i.e. 2023 NDPWI - Scope of Architectural Services and Tariff of Fees, will be amended to take into account the scope of services as well as the fees attracted by the other categories of registration with respect to the architectural profession. However, unless otherwise clearly stated, this appointment is for firms offering services in the category of registered professional architect. Where services of **architectural professionals registered** with **SACAP** in categories other than professional architect may be employed by the Department, the services to be rendered and functions to be fulfilled are informed by the 'Identification/demarcation of work for Architectural Professionals', as may be separately determined by **SACAP** and as may be reflected in the **agreement** entered into with the Department.
- 1.8 The Department may from time to time request sight of the registration status of an appointed architectural **consultant**, irrespective of the category of registration.

#### **2. DESCRIPTION OF STANDARD SERVICE**

In a standard service the **architect** is appointed to fulfil the obligations provided for in the appointment **agreement**, which in turn is informed by the exposition of the work stages below as well as the inclusions and/or exclusions listed in this document. The Manual for Private Architects PW147 contains further information pertaining to the work and function of the **architect** and must be read with this document.

#### **3. BRIEF EXPOSITION OF WORK STAGES**

The essential functions of each work stage relevant to the service are identified herein as:



### 3.1 STAGE 1: INCEPTION

Receive, appraise and report on the **client's** requirements with regard to:

- (a) The **client's** brief;
- (b) The site, rights and constraints;
- (c) Budgetary constraints;
- (d) The need for **consultants**;
- (e) **Project** programme;
- (f) Methods of contracting; and
- (g) whether, other statutory authority applications are required or desirable.

### 3.2 STAGE 2: CONCEPT AND VIABILITY (CONCEPT DESIGN)

Prepare an initial design and advise on:

- (a) The intended space provisions and planning relationships;
- (b) Proposed materials and intended building services;
- (c) The technical and functional characteristics of the design;
- (d) Check for conformity of the concept with the rights to use the land;
- (e) Consult with local and statutory authorities;
- (f) Review the anticipated costs of the **project**;
- (g) Review the **project** programme.

### 3.3 STAGE 3: DESIGN DEVELOPMENT

- (a) Confirm the scope and complexity with the **client**;
- (b) Review the design and consult with local and statutory authorities;
- (c) Develop all aspects of the design including, but no limited to, construction systems, materials, fittings, finishes selections and components;
- (d) Incorporate and co-ordinate all the services and work of the **consultants**;
- (e) Review the design, costing and programme with the **consultants** and the **client**;
- (f) Obtain the approval of the Sketch Plan Committee in order to obtain approval from the department project manager to continue with stage 4.

### 3.4 STAGE 4: DOCUMENTATION AND PROCUREMENT

#### 3.4.1 Stage 4.1

- (a) Prepare documentation sufficient for local authority building plan application submission;
- (b) Co-ordinate technical documentation with the **consultants** and complete primary coordination sufficient to support building plan submission;
- (c) Review the costing and programme with the **consultants**;
- (d) Obtain the **client's** authority, and submit documents for comments by the local authority and act on the comments made.

#### 3.4.2 Stage 4.2

- (a) Obtain the authority of the Departmental Project Manager (T1.1.4) to prepare documents to procure offers for the execution of the **works**;
- (b) Complete **construction documentation** sufficient to call for tenders;
- (c) Including, but not limited to, the preparation of specifications for the **works**;
- (d) Evaluate offers and recommend on a successful tender for appointment;
- (e) Prepare the **contract** documentation;
- (f) Complete all remaining technical **and construction documentation** and coordinate same with the **consultant team**.

### 3.5 STAGE 5: CONSTRUCTION

- (a) Administer the building **contract**;
- (b) Together with the Departmental Project Manager (T1.1.4), give possession of the site to the **contractor**;
- (c) Issue construction documentation;
- (d) Review sub-contractor designs, shop drawings and documentation for conformity of design intent;
- (e) Inspect the **works** for conformity to the **contract** documentation and acceptable quality in accordance with industry standards;

- (f) Administer and perform duties and obligations assigned to the **principal agent** in the **building contract** applicable to this project;
- (g) Manage the completion process of the project;
- (h) Obtain the certificate of occupation.

### 3.6 STAGE 6: CLOSE-OUT

- (a) Facilitate the **project** close-out including the preparation of the necessary documentation to effect completion, handover and operation of the **project**;
- (b) After the **contractor's** obligations with respect to the building **contract** are fulfilled, the architect shall issue the certificates related to **contract** completion;
- (c) Provide the **client** with construction record documentation and the relevant technical and contractual undertakings by the contractor and sub-contractors.

## 4. ADDITIONAL SERVICES CARRYING ADDITIONAL FEES

The following non exhaustive services are additional to the standard services and qualify for additional fees. These services may be added individually or in varying combinations and shall be provided by prior agreement between the Department and the **architectural professional**.

### 4.1 SPECIAL DESIGN SERVICES

The preparation of special designs within or in relation to the facilities which are contemplated in this service, which may include:

- (a) Rational design and Green Star design documentation; participation in the preparation of rational designs and Green Star design;
- (b) Town planning and/or urban design including participation in the application for the establishment and/or amendment of regional and local town planning and urban design schemes and the amendment of title conditions, negotiations with interest groups and authorities;
- (c) Sectional titles plans, submissions, alteration and registration;
- (d) Master planning – defining and planning the layout of future development of buildings and/or services on the same site;
- (e) Landscape design – participation in landscape planning and construction;
- (f) Interior design – the design or participation in the design of Interiors and the selection of furnishings and fixtures and special finishes;
- (g) Specialized equipment lay-out and consequential coordination requirements;
- (h) Liaison with special designers and specialist **consultants**;
- (i) Purpose-made items – the design and documentation of purpose made items, only to the extent that services in the relation thereto are deemed unreasonable to be regarded as part of standard services. Prior permission in this regard from the Departmental Project Manager (T1.1.4) is necessary;
- (j) Promotional material, art work and immersive digital experiences, participation in the preparation of;
- (k) Plant operation and production layouts, participation in the definition and layout;
- (l) Building Information Modelling (BIM) services beyond design and construction documentation. This includes BIM services intended for asset management and/or facilities management.

### 4.2 SPECIAL MANAGEMENT SERVICES

- (a) The setting up of a **project** execution plan by the **architect** shall be deemed normal to the duties of the **architect**;
- (b) Cost and valuation services – participation in the administration of costs and payments where a quantity surveyor has not been appointed;
- (c) Special **inspections** – more intensive **inspections** and assessment of the **works** than the norm to assess compliance with specifications.

### 4.3 SPECIAL STUDIES

- (a) Preparation of the **client's** brief – assist the **client** in the preparation of his requirements with regard to the purpose, scope, use of and operation of the **project**;
- (b) Site selection – research the suitability and location of a site for a proposed **project**;
- (c) Feasibility studies – participation in technical and/or economic feasibility studies;

- (d) Environmental studies – participation in environmental studies;
- (e) Energy analysis, studies and planning e.g. Green Star Ratings, but excluding basic architectural design incorporating sound planning for energy efficiency and maintenance;
- (f) Market surveys – participation in market surveys;
- (g) Traffic studies – participation in traffic flow studies;
- (h) Drone studies; specialised photography for technical application and marketing material;
- (i) Specialist survey e.g. Point Cloud and Liddar Survey.

#### 4.4 SPECIAL SUBMISSIONS TO STATUTORY AUTHORITIES

- (a) Land Use;
- (b) Environment;
- (c) Heritage;
- (d) Licences

#### 4.5 WORK ON EXISTING PREMISES

Note: This item to be read in conjunction with the table in item 5.4 below.

- (a) Surveys and inspections – inspect, survey, measure and prepare documentation of existing premises, with other **consultants** as needed. In cases where the nature of **projects** calls for additions/ alterations/ reconfiguration of existing buildings/structures, the cost of surveys and inspections is deemed to be covered by the increase of 30% covered in the table in item 5.4 below;
- (b) Restorations and renovations – services in connections with work on existing buildings;
- (c) Heritage buildings – services in connection with work on heritage buildings, structures and sites;
- (d) Services in connection with demolition permits of existing buildings and structures.

#### 4.6 OTHER SERVICES

- (a) Participation in litigation and dispute resolution (where a concurrent service is rendered);
- (b) Mutually agreed additional services.

### 5. PROJECT VALUE-BASED FEES FOR STANDARD AND PARTIAL SERVICES

5.1 The architectural professional shall refer to the first part of this document, Clause **A Professional Fees for Architects 2022**, to determine whether a project is of low, medium or high complexity. Different fee scales apply to different complexities of a project.

5.2 The fees consist of a 'base fee' and a percentage of **project** cost; these derive from 'bracketed **project** values'.

5.3 The cost of the works:

5.3.1 The "cost of the works" or the "project cost" in respect of this service, shall mean the final value of the contract, including any amount of adjustment under any applicable contract price adjustment provision, of all the buildings in the project/complex included in the Architect's commission less items not regarded as an integral part of the project, or design of the works - refer to exclusions below.

5.3.2 The "cost of the works" or the "project cost" shall exclude any allowances in respect of contingencies, fees for other consultants and specialist, as well as the provision for escalation.

5.3.3 Where the fees are based on an estimate, the estimate shall be the one accepted by the Department as representing the value of the works, which for purposes of interim payments will be deemed to be 80% of the consultant's estimate. If tenders were received but not awarded, the lowest tender price will be used as base for the calculation of fees, unless acceptable motivation can be provided to prove that such amount is unreasonable.

5.4 Table of categories of project types and the corresponding fee calculation method applicable for architects.

	Project type and definition	Stage	Project cost based fees (base + percentage)	Additional fee	Time basis fees (TBF)
1	<u>Construction (new projects)</u> Building, assemble, establish fabrication of new buildings, structures, installations.	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	Not applicable	Not applicable
2	<u>Construction new projects using NDPWI standard drawings</u>	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	Reduced fee of 0.75 on each of stages 2 to 4. Full fee on stages 1, 5 & 6	Not applicable
3	<u>Additions</u> Build-on, additional, enlarge/extend existing facility's gross floor area or height of facility, add on (increase).	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	+30% +30% +30% +30% +30% +30%	TBF not applicable. The 30% additional fee is for that portion of work associated with the parts of the addition interfacing with the existing building
4	<u>Alterations</u> Change, modify, adjust facility (same use).	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	+30% +30% +30% +30% +30% +30%	TBF not applicable. The remeasuring and draughting existing structures are included in the 30% additional fee
5	<u>Rehabilitation (non heritage)</u> Repair, reconstruct, renew, rehabilitate – existing structures, buildings.	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	Not applicable	For remeasuring and draughting existing structures
6	<u>Repairs and Renovations</u> Observable and recognizable damage, deterioration, broken (doors, locks, hinges, taps, etc.), worn, torn, disrepair.	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	Not applicable	For remeasuring and draughting existing structures
7	<u>Maintenance</u> Repair of existing facilities when the size, type or extent is not thereby changed or increased, partial equivalent replacement of items/components.	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	Not applicable	For remeasuring and draughting existing structures
8	<u>Restoration (heritage)</u> Repair, reconstruct, renew, rehabilitate – heritage buildings (historical) structures, objects (specialist knowledge of materials and methods).	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	+40% +40% +40% +40% +40% +40%	TBF not applicable. The remeasuring and draughting existing structures are included in the 40% additional fee
9	<u>Upgrading</u> To improve, better quality, higher requirements (colour schemes, materials, etc.).	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	Not applicable	For remeasuring and draughting existing structures
10	<u>Refurbishment</u> Renew, revamp, redecorate, refit, recondition not because of any deterioration or damage (prestigious).	1 2 3 4.1 4.2 5 6	2% 15% 20% 10% 20% 30% 3% 100%	Not applicable	For remeasuring and draughting existing structures

11	<u>Adaptation/ Reconfiguration</u> Change of function, use, application.	1	2%	+30%	TBF not applicable. The remeasuring and draughting existing structures are included in the 30% additional fee
		2	15%	+30%	
		3	20%	+30%	
		4.1	10%	+30%	
		4.2	20%	+30%	
		5	30%	+30%	
		6	3% 100%	+30%	
Note: 1 2		The above definitions to be read in conjunction with the corresponding definitions in the Sketch Plan Committee Manual. Hourly rates will only apply when instructed by the Department.			

## 6. BUDGET FOR FEE PURPOSES

The **project** value fee for **budget** purposes excludes VAT, contingencies, fees for consultants and specialist as well as the provision for escalation.

## 7. PROJECT VALUE-BASED FEES FOR A REDUCED SERVICE

Where the **architect** is not the **principal agent**:

A reduction of the fee for the work of 10% of the fee for stages 5 and 6 will be applicable.

## 8. APPORTIONMENT OF FEES BETWEEN WORK STAGES

The fee applicable to each work stage is apportioned according to the table below and shall be current for the duration of the **project**.

### 8.1 Fees for Work Stages

#### 8.3.1 Table of stages

WORK STAGE	PROPORTIONAL FEE	CUMULATIVE TOTAL
1	2%	2%
2	15%	17%
3	20%	37%
4.1	10%	47%
4.2	20%	67%
5	30%	97%
6	3%	100%

## 9. FEES FOR ADDITIONAL SERVICES

Unless otherwise stipulated, the fee for additional services is time-based, based on hourly rates as determined by the Department. Whenever these rates are revised the new rates shall apply to work performed after the date of publication of such revision.

## 10. FEES FOR A PROJECT THAT INCLUDES REPEATED BUILDINGS

10.1 For a project consisting of a number of repeated buildings erected under a single **building contract**, the fee will be reduced as indicated below provided the parts of the **project** are:

- Built on one site or a series of adjoining or closely related sites;
- Either wholly apart from each other or linked with screen walls, common walls or other similar means;
- Repeats of one or more prototype designs for units, blocks or elements and built from the repeated use of one or more sets of drawings and related documents with nominal or no modification for each re-use.

- 10.2 Full fee shall prevail for the origination of the first buildings, (known as prototypes) prior to the repeated buildings, thereafter fee adjustment is applied to the repeated buildings.
- 10.3 The reduced fee is 35% of the fee in table 5.3 above applied to work stages 1 through 4 inclusive.
- 10.4 The fee applicable to item 10.3 above is for working drawings/documentation and related documentation and the preparation of site and service plans for each repeated building.
- 10.5 The reduced fee does not apply to work stages 5 and 6. Fees for repeat buildings are therefore 35% (of the fee applied to work stages 1 to 4) + the full fee applied to work stages 5 and 6.
- 10.6 Adjustment made to prototypical buildings shall attract fees at hourly rates.

## 11. FEES FOR BUILDINGS REPEATED UNDER SEPARATE BUILDING CONTRACTS

The re-use of drawings and documents on other sites for which the original architect is not appointed, will not entitle the original architect to additional fees.

## 12. FEES FOR AN APPOINTMENT WHERE THE PROFESSIONAL ARCHITECT TAKES OVER INCOMPLETE WORK OF ANOTHER PROFESSIONAL

The work stage shall be identified and an appropriate **budget** for the **works** shall be set. The fee for the incomplete work stage or the stage in which the service is commenced is subject to an increase of 15%. (Also called familiarization fee).

## 13. FEES FOR INSPECTION AND ADMINISTERING BUILDING CONTRACTS IF APPOINTED FOR THOSE STAGES ONLY

The fee for inspecting and administering **building contracts** (i.e. when only work stages 5 and 6 are required) is 30 per cent of the total fee based on the final cost of each **project**. A familiarization fee at hourly remuneration rates, up to a maximum of 15% of the fee for work stage 4 may be claimed.

## 14. FEES FOR DEPLOYMENT OF EMPLOYEES

Where an employee of the **architectural professional** is deployed on site for extended **inspection** or other appointed purpose, the amount of the reimbursement shall be the total cost of employment X 1.12, plus site associated allowances X 1.1. PRM 033 – 1 shall apply and prior application is to be lodged with the project manager according to the **agreement**.

## 15. EXTENDED INITIAL CONTRACTUAL CONTRACT PERIOD

In the event of the initial **contract** period being exceeded by more than 10 per cent, through no fault of the **architectural professional**, the **architect** is to be remunerated for all additional work over and above the period exceeding the additional 10%, resulting from the extension of time. The architectural professional shall inform the **client** in writing that the allocated period for providing professional services has been exceeded by 10% and therefore hourly rates according to the then current departmental hourly rate together with related reimbursable expenses shall apply.

## 16. ADJUSTMENT OF GUIDELINE FEES AND DISBURSEMENTS

The **architect's** fees and disbursements are based on the following parameters:

- (a) Scope of services;
- (b) Scope of the **project/works**;
- (c) **Project** programme;
- (d) Cost of the **works**;
- (e) Cost of the **project**;
- (f) Appointment of other **consultants**;
- (g) Appointment of a **contractor(s)**.



Should any material variation to the parameters as stated occur, the fees and disbursements may be adjusted.

Adjustments to the **project** programme, commonly known as 'fast tracking' that require the application of additional resource(s) by the **architect**, may attract additional fees. The **architect** shall submit a proposal to the project manager for approval prior to the commencement of the enhanced service.

## 17. TRAVELLING TIME

Travelling time shall be remunerated as indicated in the **agreement** between the **architect** and the Department.

## 18. FEES ON TERMINATION OR ABANDONMENT BY THE CLIENT

Where the **agreement** is terminated, either in whole or in part or the **works** are abandoned or postponed, payments will be according to the stipulations of this **agreement**.

## 19. FEES FOR DISPUTE RESOLUTION SERVICES

For acting as expert witness or mediator, the fee will be the time charge fee increased by 50 per cent (150% of the fee).

Where **projects** are referred to dispute resolution, the **architect** retained on that **project** is to be reimbursed for the additional service.

The **architect** shall submit a proposal to the project manager for approval prior to the commencement of the enhanced service.

## 20. PAYMENT OF PROFESSIONAL ACCOUNTS

- (a) The **architect's** accounts are due and payable on presentation and are payable within the contractually stipulated period.
- (b) The **architect** shall be entitled to render interim accounts as stipulated in the **agreement**.

## 21. REGULAR INVOICING

Accounts for Services rendered may be submitted on the successful completion of each stage of work in accordance to the stipulations in the **agreement**.

## 22. REIMBURSEMENT OF EXPENSES

In addition to the fees set out in this document, the Department shall reimburse the **architectural professional** for disbursements properly incurred according to the stipulations of the **agreement**.

## 23. PROFESSIONAL FEES

- (a) The applicable basic Value-Based Fees for architects, as in table A.1 to A.3 above, shall apply.
- (b) The basic fee shall be the sum of fees as set out in the Method of Fee Calculation in Clause A above.

## 24. FULL SERVICES SUBMITTED BY TENDER

In the event of a fee proposal being submitted by way of tender, the fee for full services shall be tendered as a percentage of the applicable table A.1 to A.3 above, before apportionment into work stages.

Where the **architect** is required to perform a portion of the full services only, the tendered percentage shall only apply to the relevant portion of the fee.

## 25. EXCLUSIONS

Certain items and services, which are outside of the building(s) and/or which are regarded as items of equipment, irrespective whether these are located outside and/or to the building(s), are not regarded as an integral part of the architectural **project** or design of the **works** and consequently the cost of these items are to be excluded from the value of the **works** on which a percentage architectural fee is calculated.

The **architect** may, upon proof, be entitled to professional fees due to involvement in the design and/or specification of these items. Professional fees claimed on a percentage of the cost of the item exceeding 1% of the cost of the item will not be entertained. Time-based fees relating to the items listed below may be submitted for consideration.

## 26. ITEMS NOT INTEGRALLY PART OF THE WORK OF THE ARCHITECT

The following are examples of items regarded as not being an integral part of the architectural project or design of the **works**.

The list of examples below is not exhaustive – should any uncertainties exist in this regard, the onus is on the **architect** to seek a ruling in writing from the Departmental Project Manager (T1.1.4). The **architect** may however be specifically appointed in writing to undertake work relating to the items below, in which case fees shall be identified in the appointment documentation. When the **architect** has, upon proof, fulfilled a coordinating and/or planning role in respect of the excluded items, a fee commensurate with the input made by the **architect**, but not exceeding 1% of the value of the items, may be claimed.

1. Roads, bridges, pathways, fencing, storm water and parking areas designed by the civil engineer. The civil engineer is involved in the detailed design but the **architect** may have inputs in accordance with master planning, position, shape, route and landscaping considerations, and so forth, meant to complement the design of the building(s) and link up with the civil engineering work.
2. Layouts of sports fields and gardens other than primary placement when not done by the landscape architect.
3. Municipal connection fees.
4. Main(s) water supply, major water reticulation, reservoirs and water purification plants outside of the building(s).
5. Main electrical supply cables external to the building(s).
6. Electrical transformers, high tension gear, generating plants and uninterrupted power supply plants, irrespective of whether these are internal or external to the building(s).
7. Main collector and outfall sewers and sewage disposal plants external to the building(s).
8. Steam and water boilers specified by the engineer.
9. Pump and pumping equipment specified by the engineer.
10. Fire-fighting equipment specified by the engineer.
11. Projectors, audio visual equipment, television and computer equipment and electronic equipment, with the exception of primary placement.
12. X-ray, other medical equipment, laundry, sterilizing and incinerator equipment.
13. Artwork.
14. Landscaping, when designed by the landscape architect, in respect of Landscaping items, features, furniture etc. designed and/or specified by the landscape architect.
15. The sinking of boreholes including any pumping equipment, when specified by the engineer or persons other than the **architect**.
16. Procurement of loose furniture.
17. Procurement of electrical and mechanical plant, operational and production layouts and manuals.
18. Extended detailed **inspection** of the **works** where required by the **client**.
19. Provision of revised or supplementary documentation required by the **client**. However, as-built drawings form part and parcel of the basic services rendered to the Department.



## 27. INCLUSIONS

The following are examples of items regarded as being an integral part of the architectural project or design of the **works** on which full **architect's** fees may be calculated.

1. Electrical, water, sewage, steam, gas, IT and communication reticulation systems inside the building(s) except where entirely designed and specified by the engineer.
2. Air-conditioning and ventilation systems.
3. Lifts, escalators, travelators and other means of mechanical conveyance.
4. Fire detection, security systems and sprinkler systems.
5. Hot water generating equipment, e.g. geysers, calorifiers and solar water heaters.
6. Built-in refrigeration facilities and mortuary cabinets.
7. Kitchens and other fittings when designed/laid out by the **architect**.

## 28. DEFINITIONS AND INTERPRETATIONS

Where the words and phrases are highlighted in the text of this document they shall bear the meaning assigned to them and where such words and phrases are not highlighted they shall bear the meaning consistent with the context.

### 28.1 DEFINITIONS

**“Agreement”** means a written agreement, including documents listed in the schedules between the **client** and the **consultant**.

**“Architect”** means a person **registered** as a Professional Architect in accordance with the Architectural Profession Act, Act no 44 of 2000, or the Professional Architect's practice constituted as a legal persona appointed to provide the architect's service for the **project**.

**“Architectural professional”** means a person **registered** in accordance with the Architects Profession Act, Act no 44 of 2000.

**“Architectural Practice”** means a juristic person appointed to provide the architectural service for the project.

**“Budget”** means the anticipated cost of the **project** and/or **works**; provided that estimates, on which the budget is based, shall be deemed to be valid for a period not exceeding 3 months.

**“Building contract”** means the **JBCC** 'Principal Building Agreement' (PBA) or such other building agreement entered into between the **client** and the **contractor**.

**“Client”** means the party appointing the **architectural professional** (here: the Department) to perform the services or any part thereof referred to in this document and referred to as the 'employer' in the **JBCC** PBA, or other similar building contract.

**“Consultant”** means professional person(s) or entity/ entities appointed by the **client** to provide services with respect to the **project**.

**“Construction documentation”** means graphic representations, plans, sections, elevations, site plans, specifications, construction details, service co-ordination information, schedules and such other documentation, details and descriptions as are within the reasonable competence of an architect which are sufficient to indicate and specify the scope of the **works**.

**“Contract”** means an agreement entered into by the **client** with a **contractor** for the execution of the **works** or part thereof. It may also be referred to as “building contract”.

**“Contractor”** means the entity or entities contracting with the **client** for the execution of the **works** or part thereof.

**“Inspection”** means such periodic visits to, or in connection with, the **works** by the **architectural professional** as are necessary to establish conformity of the work to the contract documentation and quality in accordance with the acceptable industry standards, and to provide on-site clarification and further information during the progress of the work. **Inspect** shall carry the same meaning.

**“JBCC”** means the Joint Building Contracts Committee suite of contract documentation, series 2000, code 2101 c July 2007 or subsequent editions thereof, and as amended from time to time.

**“Practical completion”** means the stage of completion where the **works** or a section thereof, as certified by the **principal agent**, is substantially complete, free of patent defects other than minor defects and can effectively be used for the purpose intended.

**“Principal”** means the proprietor, partner, director or member who bears the risks of practice and takes full responsibility for the potential liabilities of practice.

**“Principal agent”** means the person appointed and authorised to fulfil the obligations of the principal agent in the agreed form of construction contract.

**“Project”** means the development for which the **architectural professional** and **consultants** are appointed and may not be limited to the **works**.

**“Registered”** means a person whose professional competence has been recognized by **SACAP**.

**“SACAP”** means South African Council for the Architectural Profession, the Statutory Council governing the Architectural Profession.

**“Specialist”** means an architectural professional highly skilled in a specific and restricted field.

**“Works”** means all work executed or intended to be executed according to the **building contract**.

## 28.2 INTERPRETATIONS

Any legislation referred to in this recommended fee scale shall be that which was applicable on the date of compilation of this document.

In this document, unless inconsistent with the context:

The word “deemed” shall be conclusive that something is fact, regardless of the objective truth.

- a. In formal service agreements, unless inconsistent with the context, the words “advise”, “appoint”, “approve”, “authorise”, “certify”, “consent”, “decide”, “delegate”, “designate”, “instruct”, “issue”, “notify”, “object”, “reply”, “request”, and “specify” shall indicated an act required to be carried out in writing.
- b. The masculine gender includes the feminine and neuter genders and *vice versa*, the singular includes the plural and vice versa and persons shall include corporate bodies.
- c. The headings of Clauses are for references purposes only and shall not be taken into account in constructing the context thereof.
- d. All monetary amounts exclude tax, which tax shall be added to any amounts, which become due and payable.



public works  
& infrastructure

Department:  
Public Works and Infrastructure  
REPUBLIC OF SOUTH AFRICA

REFERENCE LETTER TEMPLATE

# Annexure c

## Reference Letter Template

**Eben Dönges Building, Corner of Hancock and Robert Streets, North End Gqeberha, 6001**

<b>Project title:</b>	Provision of Professional Architectural Services for: <b>STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES</b>
<b>Tender no:</b>	<b>insert Bid Number</b>

Note: "Reference forms" to be completed by each of the respective Project Managers or Principal Agents for the projects listed in the Functionality (Relevant Experience) returnable schedule. Forms not signed, stamped and completed in full will result in no allocation of points (zero points).

I, \_\_\_\_\_ (name & surname) of \_\_\_\_\_  
(company name) declare that I was the Project Manager or Principal Agent on the following construction project successfully executed by:

\_\_\_\_\_ (name of tenderer)

PROJECT  
NAME: \_\_\_\_\_

CONTRACT VALUE: \_\_\_\_\_ DISCIPLINE VALUE: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_ CONTRACT DURATION: \_\_\_\_\_

1. Please evaluate the performance of the Tenderer on the above-mentioned project, on which you were the Principal Agent or the Project Manager by inserting "Yes" in the relevant box below:

1-Very Poor 2-Poor 3-Fair 4-Good 5-Excellent

ACTIVITY		1	2	3	4	5
1	Project Performance					
1.1	Time Management and Programming					
1.2	Adherence to contractual commitments					
2	Contract Administration					
2.1	Submission of required documentation correctly and timeously					
2.2	Compliance to rules and regulations					
2.3	Estimates / Budget administration / Cash Flows.					
2.4	Timeous compilation of final account and as-builts					
3	Quality of Work					
3.1	Quality of reports					
3.2	Comprehensiveness of planning and designs					
3.3	Conformance to specification and quality compliance					
3.4	Consideration of the client's best interests					
4	Personnel Recourses					
4.1	Assignment of suitably qualified and experienced personnel to the project					
4.2	Risk identification and mitigation					
4.3	Meeting attendance					
4.4	Decision making and problem-solving skills					

2. Would you consider / recommend this tenderer again? ☐ YES ☐ NO



Project title:	Provision of Professional Architectural Services for: <b>STORMS RIVER: SA POLICE COMPLEX: CONDITION BASED MAINTENANCE FOR ALL BUILDING ELEMENTS: STRUCTURAL, CIVIL WORKS, ELECTRICAL AND WET SERVICES</b>
Tender no:	<b>insert Bid Number</b>

3. Any other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. My contact details are:

Telephone: \_\_\_\_\_ Mobile Phone" \_\_\_\_\_

E-mail: \_\_\_\_\_

Thus, signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ (Year)

\_\_\_\_\_  
Signature of Principal Agent/Project Manager (referee)

COMPANY STAMP  
(If available)

**Note:**

If references cannot be verified due to the inability to get hold of the referee or failure on his / her part to respond to a written request to do so, that reference will be disregarded. It is the responsibility of the tenderer to put referees who are reachable and are willing to be contacted.

\_\_\_\_\_  
Tenderer (Company)

\_\_\_\_\_  
Name of Tenderer (Signatory)

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Date